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Transportation and Travel

Joint Transportation and Traffic Management

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Summary. This publication--

- Provides policy and procedures for customs clearance and traffic management of DOD-sponsored passenger, freight, and unit movements to, from, across, and within central Europe.
- Was previously published as USAREUR Regulation 55-355/USNAVEUR Instruction 4600.7F/USAFE Instruction 24-201.
- Has been revised to incorporate new policy on shipping by air mode (chap 5) and to prohibit personnel from climbing on equipment or vehicles that are loaded on railcars (para 6-10b).

Applicability. This publication applies to DOD activities located or operating in central Europe and activities in other areas that make shipments to central Europe.

Supplementation. Commanders will not supplement this publication without USAREUR G4 (AEAGD-P) approval.

Forms. This publication prescribes AE Form 55-355A, AE Form 55-355B, AE Form 55-355C, AE Form 55-355D, AE Form 55-355E, AE Form 55-355F, AE Form 55-355G, AE Form 55-355H, AE Form 55-355J, AE Form 55-355K, AE Form 55-355L, AE Form 55-355M, AE Form 55-355N, AE Form 55-355P, AE Form 55-355Q, and AE Form 55-355R. AE and higher-level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this publication must be identified, maintained, and disposed of by--

- Army in Europe units according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.
- USAFE units according to Air Force Manual 37-139.

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CHAPTER 1

INTRODUCTION

1-1. AUTHORITY

This publication is published according to USEUCOM Directive 64-1.

1-2. PURPOSE

This publication--

- a. Assigns responsibilities and prescribes policy and procedures for the traffic management of DOD-sponsored passenger, freight, and unit movement to, from, within, and across the USEUCOM area of responsibility (AOR).
- b. Provides guidance for transportation management specialists and traffic management officers.
- c. Applies to USEUCOM component commands and subordinate agents, and other DOD organizations and agencies deploying to or through, providing support to, or operating in the USEUCOM AOR, unless otherwise specified in USEUCOM operation plans (OPLANs) or operation orders (OPORDs).

1-3. REFERENCES

Appendix A lists references.

1-4. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

1-5. RESPONSIBILITIES

Responsibilities prescribed by this publication are provided in each chapter.

1-6. GENERAL TRANSPORTATION MOVEMENT POLICY

Transportation movements must be planned and executed in a manner that--

- a. Meets the needs of shippers and receivers.
- b. Is consistent with DOD best-value business practices and procedures on procuring transportation services.
- c. Ensures in-transit visibility (ITV) is maintained over the movement in the European Command Movement Control System (EMCS).

1-7. REPORTING FRAUD

- a. All organizations will report any suspicion of fraud or criminal conduct as prescribed by applicable service directives.
- b. In cases involving carrier fraud, organizations will provide a copy of the fraud report to the dominant user in the region.

1-8. FORMS

All AE forms prescribed by this publication, including those that were previously controlled, are available in the Library of Army in Europe Publications and Forms at <https://www.aeaim.hqusareur.army.mil/library/home.htm>. These forms may be downloaded using FormFlow 2.23 or Adobe Acrobat.

CHAPTER 2

DISTRIBUTION MANAGEMENT ARCHITECTURE AND RESPONSIBILITIES

2-1. GENERAL

This chapter--

- a. Provides information on the units, organizations, and agencies involved with the EMCS.
- b. Prescribes primary responsibilities for the distribution management of DOD-sponsored passenger and cargo movements into, within, across, and out of the USEUCOM AOR.

2-2. UNITED STATES TRANSPORTATION COMMAND

The United States Transportation Command (USTRANSCOM) (<http://www.transcom.mil>) is a unified command with headquarters at Scott Air Force Base, Illinois. The USTRANSCOM--

- a. Serves as the single manager of the global U.S. Defense Transportation System (DTS) except for service-unique and theater-assigned transportation assets.
- b. Is composed of the following component commands (table 2-1):

(1) Air Mobility Command (AMC). The AMC serves as the air component of USTRANSCOM and is headquartered at Scott Air Force Base. AMC aircraft assets include the C-5 Galaxy, C-9 Nightingale, C-17 Globemaster III, C-141 Starlifter, KC-10 Extender, and KC-135 Stratotanker. The AMC fleet transports people and cargo and provides refueling capability.

(2) Military Sealift Command (MSC). The MSC serves as the sealift component of USTRANSCOM and is headquartered in Washington, DC. MSC assets include Fast Sealift and Ready Reserve Force ships. The MSC--

- (a) Provides ocean transportation for equipment, fuel, supplies, and ammunition to sustain U.S. Forces worldwide.
- (b) Uses a mixture of Government-owned and commercial ships for prepositioned and sustainment sealift and for surge sealift (temporarily increased requirements for sealift). The MSC also charters and books space on commercial ships.

Table 2-1 USTRANSCOM Component Commands		
Air Mobility Command	Military Sealift Command	Military Traffic Management Command
721st Air Mobility Operations Group (AMOG), Ramstein, Germany	MSC Europe, Naples, Italy	598th United States Army Transportation Terminal Group (598th USATTG), Rotterdam, the Netherlands
723d Air Mobility Squadron (AMS), Ramstein, Germany	MSC Office North Europe, Rotterdam, the Netherlands	Ocean Cargo Clearance Authority - Europe (OCCA-E), Rotterdam, the Netherlands
726th AMS, Rhein Main, Germany	MSC Representative, Rota, Spain	831st Transportation Battalion, Bahrain
725th AMS, Rota, Spain	MSC Europe Liaison Officer, London, United Kingdom	838th Transportation Battalion, Rotterdam, the Netherlands
727th AMS, Mildenhall, United Kingdom		839th Transportation Battalion, Livorno, Italy
729th AMS, Lajes, Azores		Azores Detachment, Azores
728th AMS, Incirlik, Turkey		953d Transportation Company, Piraeus, Greece
Detachment 3, 721st AMOG, Aviano, Italy		840th Transportation Battalion, Iskenderun, Turkey
		950th Transportation Company, Bremerhaven, Germany
		951st Transportation Company, Ipswich, United Kingdom
		Rhine River Detachment, Mannheim, Germany

(3) Military Traffic Management Command (MTMC). The MTMC is the overland component and primary traffic manager for USTRANSCOM and is headquartered in Alexandria, Virginia. The MTMC supports DOD worldwide with planning, crisis-response actions, traffic management, terminal operations, integrated transportation systems, and deployability engineering. The MTMC has representation at waterports worldwide.

c. Coordinates missions between USEUCOM and USTRANSCOM components using military and commercial transportation resources.

2-3. USEUCOM

a. USEUCOM is one of five U.S. unified commands and encompasses major parts of Europe, Africa, and the Middle East. The USEUCOM website at <http://www.eucom.mil/aor/index.htm> shows the USEUCOM AOR.

b. The distribution system in USEUCOM is a complex synchronization of multiple services and DOD units, organizations, and agencies with the common mission of moving cargo to the field to meet time definite delivery (TDD) standards. The USEUCOM distribution system is always changing to meet changing requirements. As a result, distribution organizations and their responsibilities may change as units change locations, change names, reorganize, or merge with other organizations.

c. To accomplish transportation-related missions in the USEUCOM AOR--

(1) The Programs and Mobility Division, Logistics and Security Assistance Directorate, USEUCOM (ECJ4-PM), will--

(a) Develop and coordinate joint theater transportation policy.

(b) In conjunction with the ECJ5, USEUCOM, develop support arrangements and requirements for supporting commands and ensure adequate command arrangement agreements (CAAs), memorandums of understanding, and memorandums of agreement (MOAs) are in place.

(c) Ensure U.S. theater and transportation plans and operations are synchronized and coordinated internally and with NATO and other allied countries through representation on international planning boards and committees.

(d) Represent U.S. Forces operating in the USEUCOM AOR for transportation negotiations with the governments of other countries and with commercial organizations unless this responsibility has been delegated to service components or supporting commands.

(e) Validate the establishment of requirement and frequency channel service.

(2) The Joint Movement Center, USEUCOM (ECJ4-LO-JMC), will--

(a) Monitor the execution of transportation operations.

(b) Plan, apportion, allocate, deconflict, and coordinate transportation operations, and activate a joint transportation board (JTB) for strategic and operation-level apportionment and allocation as required.

(c) Coordinate and integrate airlift operations in the USEUCOM AOR and serve as the combatant command of assigned airlift forces.

(d) Exercise control through service-component common-user assets and maintain ITV over movements.

(e) Determine and exercise oversight over theater sea ports of embarkation (SPOEs), sea ports of debarkation (SPODs), aerial ports of embarkation (APOEs), and aerial ports of debarkation (APODs).

(3) The ECJ4-LO-ICTB will--

(a) Negotiate required conventions, agreements, and tenders of service applicable to the terms, conditions, rates, fares, and host-nation customs regulations involving commercial transportation (barge, bus, rail, and truck carriage). The ECJ4-LO-ICTB will also publish and distribute a list of current tenders, conventions, and agreements to shipping transportation offices.

(b) Provide support to USEUCOM service components and supporting commands, except for Department of Defense Dependents Schools (DODDS), the Army and Air Force Exchange Service (AAFES), the Navy Exchange Service, and morale, welfare, and recreation activities (which should be supported by contract).

(c) Serve as the single POC for rate negotiations with common carriers (barge, bus, rail, and truck), U.S. embassies, and host-nation defense, transportation, foreign affairs, and finance ministries for coordinating conventions, agreements, and documentation procedures that involve DOD traffic.

(d) Provide economic and traffic-management analysis, and recommend cost-favorable modes, routing, and modal configuration.

(e) Maintain the USEUCOM commercial transportation tariff and technical library.

(f) Arbitrate the settlement of disputes between host-nation ministries, commercial carriers, and the U.S. Forces, including the Defense Finance and Accounting Service - Europe (DFAS-EUR), in the application of the terms and conditions of tariffs, conventions, agreements, and tenders of service. The ECJ4-LO-ICTB is the final decision authority for disputes.

(g) Process claims (except for personal property) on behalf of the U.S. Government and carriers for loss, damage, or destruction of property during transport or when in the possession of carriers.

(h) Administer the USEUCOM customs-clearance program.

(i) Serve as the USEUCOM Area Monitoring Office (AMO) for transportation discrepancy reporting (TDR) and requisite reporting to the MTMC (USEUCOM Dir 64-3).

(j) Help coordinate payment procedures for commercial transportation services.

(k) Provide technical assistance, guidance, and limited training in coordination with service components.

2-4. USAREUR

a. USAREUR will provide distribution-management services and military line-haul transportation to move DOD cargo and equipment throughout the USEUCOM AOR to units, organizations, and agencies in countries and operational areas where the Army is the dominant user. This includes the countries of Albania, Austria, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, the Czech Republic, France, Germany, Greece, Hungary, Italy (north of Rome), Luxembourg, the Netherlands, Poland, Romania, Slovakia, Slovenia, Switzerland, the former Yugoslav Republic of Macedonia, and operational areas as prescribed by directives and OPORDs.

b. In USAREUR, the EMCS is managed as follows:

(1) Echelon Above Corps (EAC). At EAC, the distribution system is managed by the 21st Theater Support Command (21st TSC) through the Distribution Management Center (DMC) and the 1st Transportation Movement Control Agency (1st TMCA). Information on these units is available at <http://www.21tsc.army.mil>.

(a) The DMC provides general staff supervision for and guidance to the 1st TMCA, the 37th Transportation Command (37th TRANSCOM), and the 200th Theater Support Command Materiel Management Center (200th TSC MMC). The 1st TMCA is the USAREUR executive agent for movement control in the USAREUR AOR and is responsible for--

1. Providing transportation-movement control of the U.S. Forces and its equipment, materiel, and sustainment supplies into, out of, and within the USAREUR AOR during peacetime and war.

2. Providing centralized control and decentralized execution of the EMCS, and regulating the movement of transportation resources traveling by surface modes throughout the USEUCOM AOR where the Army is the dominant user.

3. Providing forward support to theater elements requiring transportation-movement control services.

4. Planning, controlling, and coordinating the movement of personnel and equipment over ground lines of communication (GLOCs).

5. Coordinating with air and sea component organizations for the import and export of personnel and cargo, and the intratheater and intertheater movement of personnel and equipment to, from, and within the AOR.

6. Maintaining ITV over movements in the AOR using automated information systems (AISs) and automatic identification technology (AIT).

7. Obtaining diplomatic transit clearance on behalf of USEUCOM for assets moving DOD cargo and equipment in countries where the Army has dominant-user responsibilities. These countries include Albania, Austria, Belgium, Bosnia, Bulgaria, Croatia, the Czech Republic, France, Germany, Greece, Hungary, Italy, Luxembourg, the Netherlands, Poland, Romania, Slovakia, Slovenia, the former Yugoslav Republic of Macedonia, and other areas as assigned.

8. Plan, coordinate, and execute all rail movements in the USEUCOM AOR.

(b) Movement control teams (MCTs), branch movement control teams (BMCTs), rail movement management teams (RMMTs), and highway movement control teams (HMCTs) (table 2-2) provide interface between customers and the EMCS.

(2) V Corps.

(a) At the V Corps level, the EMCS is managed by the 3d Corps Support Command (3d COSCOM) through the 27th Transportation Battalion (Movement Control). Information on these units is available at <http://www.3coscom.wiesbaden.army.mil>.

(b) BMCTs, HMCTs, MCTs, and RMMTs provide interface between the customer and the EMCS.

Table 2-2 MCTs, BMCTs, RMMTs, and HMCTs		
V Corps	1st TMCA	37th TRANSCOM
27th Transportation Battalion (Movement Control), Wiesbaden	39th Transportation Battalion (Movement Control), Kaiserslautern	28th Transportation Battalion, Mannheim
627th MCT, Bamberg	612th MCT, Kaiserslautern	
BMCT, Bamberg	BMCT, Kaiserslautern	6966th Transportation Truck Terminal, Kaiserslautern
RMMT, Bamberg	BMCT, Theater Distribution Center (TDC), Kaiserslautern	
BMCT, Grafenwöhr	HMCT, Mainz	TDC, Kaiserslautern
BMCT, Hohenfels		
BMCT, Katterbach	606th MCT, Mannheim	95th Military Police Battalion, Mannheim
HMCT, Katterbach	BMCT, Mannheim	
BMCT, Kitzingen	BMCT, Germersheim	
BMCT, Schweinfurt	BMCT, Stuttgart	
BMCT, Würzburg	HMCT, Sigmaringen	
BMCT, Vilseck		
	624th Air Terminal Movement Control Team (ATMCT), Ramstein	
626th MCT, Hanau	ATMCT, Rhein Main	
BMCT, Baumholder		
BMCT, Darmstadt	623d MCT, Rotterdam	
RMMT, Frankfurt	BMCT, Bremerhaven	
BMCT, Gießen	BMCT, Chièvres	
BMCT, Mainz/Wiesbaden	BMCT, Schinnen	
BMCT, Hanau		
MCT, Kosovo	14th Transportation Battalion (Movement Control)	
	386th MCT, Vicenza	
181st Transportation Battalion, Mannheim	BMCT, Vicenza	
	MCT, South	
1st Armored Division Division Transportation Office (DTO), Bad Kreuznach	497th MCT, Livorno	
1st Infantry Division DTO, Würzburg	BMCT, Livorno	
	99th ATMCT, Aviano	
	MCT, Taszar	
	BMCT, Taszar	
	ATMCT, Taszar	
	BMCT, Tuzla	
	ATMCT, Tuzla	
	ATMCT, Sarajevo	

c. Military line-haul assets in the EMCS include the EAC transportation battalions of the 37th TRANSCOM (the 28th Transportation Battalion and the 6966th Transportation Truck Terminal), the 181st Transportation Battalion of the 3d COSCOM, and the 28th Transportation Platoon of the United States Army Southern European Task Force.

d. The TDC in Kaiserslautern uses a hub-and-spoke system to pick up and deliver cargo that transits its facility using its own assets. The TDC BMCT is collocated with the TDC and is able to order commercial transportation. Together these two organizations have the capability of receiving and moving cargo throughout the EMCS.

e. USAREUR uses civilian contractors to perform EMCS functions in contingency areas. This allows the Army to minimize use of its own distribution organizations.

2-5. USNAVEUR

a. USNAVEUR (<http://www.naveur.navy.mil>)--

(1) Operates common-user ocean cargo terminals in Naples and Sigonella, Italy, and in Rota, Spain.

(2) Operates service-unique fleet landings and transit sheds in Souda Bay, Greece; Augusta Bay, La Maddalena, and Naples, Italy; and Rota, Spain.

(3) Provides airlift clearance authority (ACA) functions at designated AMC aerial ports and Navy air terminals.

(4) Operates Navy unique fleet essential airlift (NUFEA) aircraft in support of naval forces and operations.

(5) Coordinates with the ECJ4-LO-ICTB to establish rail conventions in areas where the Navy is the dominant user.

(6) Provides distribution-management services for the movement of DOD cargo and equipment throughout the EMCS to units, organizations, and agencies in countries and operational areas where the Navy is the dominant user. These include Italy (Naples, Rome, and Sigonella), Spain, and other operational areas as prescribed in directives and OPORDs.

b. Naval activity supply officers provide interface between Navy units and the EMCS.

2-6. USAFE

a. USAFE (<https://firstlook.usafe.af.mil>)--

(1) Provides theater airlift in the USEUCOM AOR, operates contingency air terminals as directed, and maintains ITV over air movements.

(2) Maintains the Air Mobility Operations Control Center (AMOCC) to provide for single management of USEUCOM common-user air transportation requirements. This includes receiving and processing theater airlift requests and providing effective and efficient interface and integration with strategic airlift provided by the USTRANSCOM.

(3) Provides theater-airlift command and control in the USEUCOM AOR compatible with the AMC strategic airlift system. This includes air terminal command-and-control units, systems to execute tactical-level port operations, and ACA functions at designated AMC aerial ports and USAFE air terminals.

(4) Provides distribution-management services for the surface movement of DOD cargo and equipment throughout the EMCS to units, organizations, and agencies in countries and operational areas where the Air Force is the dominant user. These include Cyprus, Israel, Norway, Portugal, Turkey, the United Kingdom, and other operational areas as prescribed by directives and OPORDs.

b. Traffic management offices (TMOs) provide interface between Air Force units and the EMCS.

2-7. UNITED STATES MARINE CORPS FORCES, EUROPE

a. The United States Marine Corps Forces, Europe (MARFOREUR) (<https://www.mfe.usmc.mil>)--

(1) Provides distribution management services for the movement of DOD cargo and equipment throughout the EMCS to all units when the mission dictates.

(2) Maintains ITV over movements using AISs and AIT.

(3) Interfaces with surface, air, and sea component organizations for the import and export of personnel and cargo, and the intratheater and intertheater movement of personnel and equipment to, from, and within the assigned AOR.

b. The embarkation chief provides interface between Marine Corps units and the EMCS.

2-8. OTHER ORGANIZATIONS AND ACTIVITIES IN THE USEUCOM AOR

Many DOD and commercial organizations and agencies outside the command and control of USEUCOM component commands operate in the USEUCOM AOR. These organizations include but are not limited to the following:

a. AAFES and Navy Exchange Command (NEXCOM). AAFES and NEXCOM are nonappropriated fund (NAF) activities and are exempt from the policy in this publication. The EMCS will, however, help these activities when necessary.

b. United States Army Medical Materiel Center, Europe (USAMMCE). The USAMMCE--

(1) Is the single integrated medical logistics manager for the Military Health Care System.

(2) Provides out-of-sector support to the Department of State, Humanitarian Assistance Program, and the United States Central Command in southwest Asia.

(3) Supports 52 medical facilities throughout the USEUCOM AOR (in the Azores, Belgium, Bosnia, Hungary, Iceland, Italy, Germany, Kosovo, Luxembourg, Macedonia, the Netherlands, Spain, Turkey, and the United Kingdom).

c. Defense Commissary Agency (DeCA). DeCA ships merchandise from three distribution or cold storage facilities in Germany and the United Kingdom. The European regional headquarters is at Kapaun Air Station in Kaiserslautern, Germany. DeCA supports 60 commissaries in 10 countries (Belgium, Egypt, Germany, Italy, the Netherlands, Portugal, Saudi Arabia, Spain, Turkey, and the United Kingdom). It also supplies six Navy NEXMARTs in the Mediterranean and three in England, and supports several American embassies throughout Europe.

d. Defense Logistics Agency (DLA).

(1) DLA is responsible for providing the Armed Forces and other Federal agencies with a variety of logistics, acquisition, and technical services. These services include inventory management, procurement, warehousing, and distribution of spare parts, food, clothing, medical supplies, and fuel, and the reutilization or disposal of excess DOD property.

(2) DLA has an extensive forward presence in the USEUCOM AOR. The Defense Logistics Agency - Europe (DLA-E) is headquartered in Wiesbaden, Germany, and is responsible for oversight of all DLA field activities in the USEUCOM AOR. DLA-E has a network of liaison officers and customer-support representatives throughout the USEUCOM AOR near major customers to provide expertise and responsive support.

(3) Although not directly in the DLA-E chain of command, DLA has five other organizations in the USEUCOM AOR that report directly to DLA and coordinate closely with DLA-E:

(a) Defense Distribution Center - Europe (DDC-E), Germersheim, Germany.

(b) Defense Energy Supply Center - Europe (DESC-EU), Wiesbaden, Germany.

(c) Defense Reutilization and Marketing Service - International (DRMS-I), Wiesbaden, Germany.

(d) Defense Supply Center Philadelphia - Europe (DSCP-E), Mainz-Kastel, Germany.

(e) Document Automation and Production Service, Europe (DAPSEUR), Rödellheim, Germany.

CHAPTER 3

EMCS PROVISIONS

3-1. GENERAL

a. This chapter identifies traffic-management standards for moving cargo in the EMCS. Additional guidance and standards used in traffic management include DOD 4500.9-R, OPLANs, OPORDs, NATO standardization agreements (STANAGs), Allied movement publications, host-nation regulatory guidance, and service-component regulatory guidance.

b. For the purpose of this publication, the term “MCT/TMO” refers to service-component TMOs. When referring to organizations and activities that have their own transportation office (for example, Germersheim Depot), “TO” will be used.

3-2. CROSSING BORDERS

a. European Union (EU) countries in the USEUCOM AOR have open borders, but many of these countries have special requirements for moving military cargo across their borders. Allied Movement Publication 2 prescribes NATO standards that must be followed when moving U.S. military cargo across international borders, regardless of the mode of transportation used.

b. The MCT/TMO and the TO must know border-crossing procedures when arranging for the movement of cargo in the EMCS. Border-crossing points and procedures are subject to change and may vary greatly from day to day. Current information on submission timelines, diplomatic-clearance requirements, and border-crossing requirements and procedures are available at http://www.21tsc.army.mil/1_tmca.

3-3. RELEASE AUTHORITY

a. The servicing MCT/TMO is the release authority over all cargo moving in the EMCS except for the following:

(1) Personal property (for example, hold baggage, household goods (HHG)). The responsible consolidated personal property shipping office will determine the release authority for personal property.

(2) Shipments internal to a unit, made with local assets, or made by NAF activities, as long as these movements do not otherwise require special movement permits or clearances and are not planned to be made during announced host-nation restricted-movement periods.

(3) DOD and commercial organizations and agencies outside the command and control of USEUCOM component commands but operating in the USEUCOM AOR (para 2-8).

b. Routing for shipments that cross country borders requiring diplomatic transit clearance (for example, non-NATO countries) will be processed through 1st TMCA, the appropriate dominant user command, or both before the MCT/TMO tasks assets.

c. The 598th USATTG or the Navy sea cargo coordinator (NAVSEACARCOORD) is the release authority (for example, call forward) for cargo shipments requiring movement to and from ocean ports in the USEUCOM AOR.

(1) The 598th USATTG or the NAVSEACARCOORD will prepare port-clearance documents required for cargo moving in the DTS and arriving at a port by ocean transport. After being cleared by the host nation, the cargo will be released to the port MCT/TMO unless the overwater movement is part of the commercial tender or agreement negotiated by the ECJ4-LO-ICTB.

(2) The port MCT/TMO will coordinate the onward movement of the cargo to its destination.

(3) The call forward of cargo to the port will be through the MCT/TMO where the export release request (ERR) to the unit originated.

(4) The 598th USATTG and the NAVSEACARCOORD may not have visibility over cargo delivered directly by the vendor or over other cargo moving outside the DTS through host-nation seaports. The EMCS will, however, help with the movement of this cargo when necessary.

d. The designated USAFE ACA is the release authority (for example, call forward) for all cargo shipments requiring movement from Air Force-operated air terminals in the USEUCOM AOR.

3-4. SELECTING ROUTES AND MODES OF TRANSPORTATION

The MCT/TMO will select the route and mode of transportation for all shipments in the EMCS. The mode and carrier will be selected according to TDD standards, best value, and the equitable distribution of traffic. The MCT/TMO will consolidate multiple shipments when possible to maximize assets and minimize costs.

3-5. TRANSPORTATION MOVEMENT RELEASE

a. All cargo being shipped in the EMCS will have a transportation movement release (TMR) issued by an MCT/TMO. The TMR--

- (1) Applies a control number to the movement.
- (2) Designates the selected mode of transportation.
- (3) Provides special instructions for transportation and movement-control personnel in the EMCS.
- (4) Provides special handling or project information that specifies the sensitivity or fiscal responsibility for the cargo.

b. In areas where the Navy or Air Force is the dominant user, the servicing TO or MCT/TMO will generate a number similar to the TMR to provide specific identification of a movement. On request, the 1st TMCA will help establish a numbering system to maintain continuity throughout the EMCS.

c. Movement schedules covered by TMRs will not be changed without coordination with and approval of the issuing MCT/TMO.

3-6. STANDARD TRANSPORTATION MOVEMENT RELEASE

The MCT/TMO may issue standard transportation movement releases (STMRs) for repetitive movements.

a. Requests for STMRs will include a letter of justification supported by past or anticipated volume data (supplied by shipping activities). The MCT/TMO needs at least 10 workdays before the desired implementation date to process STMRs. Changes must be received by the servicing MCT/TMO at least 5 workdays before the desired date of change. The STMR will be effective according to the timeframe agreed on at the time of establishment.

b. Oversize, overweight, hazardous, and other cargo requiring clearances or special handling will not be moved under an STMR. This cargo will be moved as an individual mission.

c. STMR requests may be disapproved if they violate sound traffic-management principles or if the amount of cargo does not support the need for this service.

d. STMRs will be reviewed monthly to assess the validity of the requirement and may be canceled or modified as appropriate. The MCT/TMO will notify the shipping activities involved before modifying or canceling an STMR to ensure mission requirements are maintained.

e. The MCT/TMO will maintain data for each STMR and provide information each month on cargo moved under the STMR to the responsible movement control battalion or service-component equivalent. This information will include the shipment dates, number of conveyances, and total tonnage moved under each STMR.

f. In areas where the Navy or Air Force is the dominant user, the servicing TO or MCT/TMO will generate a number similar to the STMR to allow specific identification of a movement. If requested, the 1st TMCA will help establish a numbering system to maintain continuity through the EMCS.

3-7. EXPORT TRAFFIC RELEASE

a. Shippers will submit requests for over-ocean movement of cargo to their servicing MCT/TMO. The MCT/TMO will prepare and submit an ERR to the OCCA-E. The MCT/TMO will ensure that requests for over-ocean movement have all required information before submitting an ERR to the OCCA-E.

b. The OCCA-E will ensure that ERRs are processed in a timely manner. The OCCA-E will issue an export traffic release (ETR) for over-ocean movements. The ETR provides clearance, call-forward instructions, and other instructions applicable to shipping cargo into the SPOE.

c. The MCT/TMO will issue a TMR based on the ETR for the movement of cargo from the shipping activity to the designated SPOE.

d. TMRs and ETRs will show complete shipping instructions.

e. Movement schedules covered by ETRs will not be changed without coordination with and approval of the issuing MCT/TMO.

3-8. ADDITIONAL PROVISIONS

a. Shipping activities will inform the MCT/TMO of shipping requirements. Information about large shipments will be provided to the servicing MCT/TMO as far in advance of the movement as possible to allow the data to be entered in the overall movement plan and to ensure enough transportation assets are available.

b. Independent DOD organizations and activities performing their own TO functions and operating in the EMCS will submit individual movement requirements to the servicing MCT/TMO unless MOAs have been initiated and are on file with the servicing MCT/TMO to permit the TO to carry out certain MCT/TMO functions.

c. Shippers who want to ship cargo in the EMCS are responsible for shipment forecasting; preparing required documentation; loading, blocking, bracing, packing, and crating; obtaining certification and compliance (for hazardous cargo); and other actions related to the cargo according to appropriate regulatory guidance.

d. The MCT/TMO will provide technical assistance to shipping activities as required concerning shipment forecasting; planning; documentation preparation; appropriate channels for obtaining loading, blocking, and bracing materials; and other information required to ensure movements are properly executed.

e. All movements will be coordinated with the servicing MCT/TMO to establish spotting and loading times.

f. Consignors (shipping activities) will load cargo on military assets according to this publication.

g. Consignees will ensure cargo arriving on military assets is discharged within 4 hours after receipt.

h. Timelines for loading and unloading commercially procured assets will be as outlined in the contract, tender, or agreement and explained by the MCT/TMO.

i. Shipping activities will not load assets other than as originally requested.

j. Receiving activities will not reload any asset until the requirement has been coordinated and authorization has been received from the servicing MCT/TMO.

k. Cargo that is incorrectly delivered to an activity will be reconsigned to the nearest distribution center for appropriate action. The cargo will be accepted by the distribution activity, processed in an effort to deliver it to the correct recipient, and reported according to service-specific regulations. If the cargo remains undelivered at the distribution center, the responsible component service materiel manager will provide disposition instructions within 10 workdays after being contacted by the distribution center.

l. After unloading transportation assets, the consignee will notify the servicing MCT/TMO of empty containers or military trailers awaiting pick-up using AE Form 55-355B and AE Form 55-355C.

m. Transportation discrepancies (freight losses or damage), regardless of the mode of transport, will be reported according to DOD 4500.9-R, part II; and USEUCOM Directive 64-3, using SF 361. If SF 361 is not readily available, discrepancy-data elements may be reported by e-mail, fax, mail, or telephone.

3-9. POSITIVE INBOUND CLEARANCE OF CARGO

a. Freight Movements Requiring Positive Inbound Clearance (PIC). Movement of the following requires PIC:

- (1) Classified freight.
- (2) Protected and ammunition freight.
- (3) Oversize and overweight freight (before submitting the TMR and after receipt of highway clearance).
- (4) Perishable freight.

(5) Transportation priority (TP) 999 shipments. Air line of communication (ALOC) movements will be considered positively inbound cleared based on the customer being part of the ALOC program. The ATMCT will notify the destination MCT/TMO of the clearance.

- (6) Rail and commercial highway shipments.
- (7) U.S. Army flatracks.
- (8) Multistop movements other than STMRs (to ensure that the multistop schedule can be met).
- (9) Movement to military and commercial ports of embarkation (POEs).

b. PIC Procedures. PIC will be obtained as follows:

- (1) The shipper will submit a transportation request to the originating MCT/TMO.

(2) The originating MCT/TMO will contact the destination MCT/TMO by telephone and provide complete information, including a primary and alternate delivery schedule, for the intended shipment.

NOTE: E-mail messages may not reach the destination MCT/TMO. If e-mail is used, telephonic confirmation is required to ensure that the e-mail message was received.

(3) The destination MCT/TMO will contact the consignee and clear the inbound shipment. The destination MCT/TMO will verify with the consignee that--

(a) The consignee is the correct recipient for the shipment and that the 'ship to' address is correct.

(b) The consignee can receive the shipment on the proposed dates and times.

(c) The consignee is able to receive and offload the cargo from the intended mode of shipment on the proposed dates and times.

(d) The transportation priority is correct. (The destination MCT/TMO should challenge TP 999 requests.) The transportation priority will be downgraded if the consignor or consignee cannot ship or receive on a 24-hour-a-day, 7-day-a-week schedule.

(4) The destination MCT/TMO will report the information (including the name, telephone number, and position of the person at the consignee location authorizing receipt) to the originating MCT/TMO by telephone or e-mail and provide PIC for the shipment. If the destination MCT/TMO contacts the originating MCT/TMO by telephone, an e-mail message or paper copy with this information must be sent after the telephone call.

(5) If the consignee cannot receive the shipment, the destination MCT/TMO will notify the originating MCT/TMO and explain why the shipment cannot move as planned. The originating MCT/TMO will contact the shipper and rearrange the shipment by coordinating for alternate delivery dates (hold), reconsigning the shipment to another consignee (diversion), or canceling the original request. If a shipment is put on hold or diverted, the new shipment must be given PIC before movement.

(6) After programming the movement, the originating MCT/TMO will transmit commitment information to the destination MCT/TMO.

(7) The destination MCT/TMO will--

(a) Verify the freight arrival through contact with the consignee or appropriate service-component transportation office.

(b) Close out each commitment with the originating MCT/TMO on the first normal workday after delivery.

(8) If the mode operator is unable to meet scheduled delivery timelines after movement has begun, the operator will provide the destination MCT/TMO with updated status reports. The destination MCT/TMO will notify the consignee of the updated status to ensure personnel are available with proper material-handling equipment to receive and offload freight.

3-10. IN-TRANSIT VISIBILITY

a. ITV in the EMCS uses logistics AISs and AIT to provide real-time visibility over the movement of DOD unit and sustainment cargo.

b. The physical location of an item in transit must be made known to service components, consignees, consignors, and transit installations. Visibility of item delivery (or requirement closeout) must be established after the consignee receives the item. This degree of visibility is required for materiel reallocation and diversion requirements, force-closure analyses, financial community accountability and reconciliation of transportation services, supply community inventory processing, pipeline performance analyses, and operational readiness community evaluations of individual and aggregated unit, organizational, and resource readiness.

c. USEUCOM Directive 66-2--

(1) Establishes overall guidance and policy for the implementation, operation, sustainment, and enhancement of ITV in the USEUCOM AOR.

(2) Addresses AIS and AIT media and supporting technologies, data standards and timelines, infrastructure requirements, business processes, and program management.

(3) Identifies implementing actions and assigns responsibilities to service components and other DOD agencies in a supporting or supported role.

CHAPTER 4 SHIPMENT BY MILITARY SURFACE MODE

SECTION I HIGHWAY SERVICE

4-1. GENERAL

USAREUR provides military line-haul transportation as a common-user service in central Europe, northern Italy, and in operational areas as prescribed in directives and OPORDs.

a. All service-component commands will use organic capability and community military assets to meet local transportation requirements if that capability is available and suitable. Commands with requirements that exceed the organic capability of a military community will request military line-haul transportation through their servicing MCT/TMO. The MCT/TMO will select routes by the most efficient mode that meets customer requirements. The use of military line-haul transportation will be compared with other modes to meet customer requirements based on commodity, priority, delivery date, cost, and customer service.

b. Customers are responsible for providing appropriate documentation, loading and offloading cargo, and for cargo packaging, marking, labeling, blocking, bracing, and tiedown. Customers must be prepared for the MCT/TMO to divert cargo on short notice to alternate modes of transportation, including commercial transportation, if USAREUR is directed to deploy military line-haul transportation assets to support a contingency.

4-2. PROCEDURES FOR REQUESTING MILITARY HIGHWAY ASSETS

a. The MCT/TMO will receive and process requests for military highway assets where available during normal duty hours. Requirements during nonduty hours (evenings, weekends, holidays) for common-user military highway service will be requested from the MCT/TMO through established procedures (for example, duty roster, emergency POCs).

(1) Movement requirements designated TP 999 by the shipping activity will be arranged to meet the mandatory required delivery date (RDD). The servicing MCT/TMO or TO will inform the shipping activity that TP 999 shipments will be made on a 24-hour-a-day, 7-day-a-week basis. The servicing MCT/TMO or TO will coordinate with the consignor and the consignee to ensure that they are prepared to ship and receive cargo according to this basis. If this is not possible, the cargo will be offered at a lower transportation priority.

(2) Movement requests for TP 1 requirements will be sent to the servicing MCT/TMO at least 1 workday before the required spot or pull date.

(3) Movement requests for TP 2 and TP 3 requirements will be sent to the servicing MCT/TMO 3 workdays before the required spot date.

b. Oversize or overweight movements, regardless of priority, require 3 workdays for the servicing MCT/TMO to confirm highway movement capabilities with the military mode operator. March credit (clearance) requests for oversize or overweight movement and convoy movements require time to process through host-nation highway regulatory systems. Planning for these movements must take clearance time into consideration. The 1st TMCA website at http://www.21tsc.army.mil/1_tmca provides processing times for obtaining host-nation clearances.

c. Shippers will provide the following information to the MCT/TMO when requesting transportation (all fields are required unless otherwise specified):

(1) The Department of Defense activity address code (DODAAC) of the consignor (shipping unit or activity).

(2) The in-the-clear name of the consignor (shipping unit or activity).

(3) The in-the-clear address of the consignor (shipping unit or activity, including the facility, casern, or installation name, and complete civilian street address).

(4) Military and civilian telephone numbers and e-mail address of the consignor (shipping unit or activity).

(5) DODAAC of the consignee (receiving unit or activity).

(6) The in-the-clear name of the consignee (receiving unit or activity).

(7) The in-the-clear address of the consignee (receiving unit or activity, including the facility, casern, or installation name, and complete civilian street address).

(8) Military and civilian telephone numbers and e-mail address of the consignee (receiving unit or activity).

(9) Cargo description.

(10) Cargo commodity code according to DOD 4500.9-R.

(11) Hazardous material (HAZMAT) classification, United Nations (U.N.) identification number, or both.

(12) Number of pieces, weight, and cubic measurement. If equipment is being moved, the weight and cubic measurement of each piece of equipment will be listed.

(13) Length, width, and height in inches and metric units. (If the equipment is being moved, dimensions will be listed for each piece of equipment.)

(14) The TP and RDD.

(15) Primary and alternate spot dates (to facilitate loading the asset).

(16) Primary and alternate load dates.

(17) Primary and alternate pull dates.

(18) The special handling code (DOD 4500.9-R).

(19) TMR, freight warrant, and Government bill of lading (GBL) numbers, and other pertinent numbers if a consolidated shipment is being shipped. The servicing MCT/TMO will give this information to the shipper.

(20) Fiscal certification (fund cite, transportation account code (TAC), or other payment method for the shipment).

(21) Remarks.

(22) HAZMAT certification (if applicable).

d. When the MCT/TMO releases cargo for shipment, the delivery date specified in the TMR will be based on current transit data. The delivery date will not be later than the RDD as prescribed by the Uniform Material Movement and Issue Priority System (UMMIPS).

NOTE: The shipper is responsible for providing RDD instructions. The MCT/TMO will determine the mode of shipment. Shipping activities may recommend a particular mode based on their RDD, but the MCT/TMO will make the final determination.

e. Local military transport will be used for drayage, pickup, and delivery services. Requests for exception to use theater military assets will be submitted with justification to the servicing MCT/TMO.

f. Commercial transport will be used if either of the following apply:

(1) Military service is not practical or economically feasible.

(2) Military transport capability cannot meet requirements.

4-3. PROCEDURES FOR REQUESTING MEDITERRANEAN TRANSPORTATION CONTRACT CARRIAGE

The Mediterranean transportation contract provides trucking and transportation services for the U.S. Navy and other DOD activities in Italy and surrounding Mediterranean areas. Services include transporting cargo from Italy, Sicily, and the Mediterranean area to other points in the Mediterranean area, and vice versa. The Mediterranean area includes locations in continental Europe and the Mediterranean islands. The types of trucking services include closed-van trucks, refrigerated trucks, car carrier transport trucks, open trucks, and mail trucks. The contractor will provide complete customs-clearance services as specified below:

a. Commands must provide orders to the authorized ordering officer at least 3 hours before pickup. Orders will be sent by fax, e-mail, or telephone to the ordering officer and must include the following information:

(1) Pickup point.

(2) Delivery point.

(3) Time and date of departure.

(4) Number of pieces, weight, and cubic measurement.

(5) Type of material being shipped.

(6) Type of truck and size needed.

(7) TAC.

b. Restrictions may apply on holidays and weekends (for example, service is available on Saturday, but not on Sunday).

c. Special considerations when transporting HAZMAT are as follows:

(1) The transportation of HAZMAT by highway is generally authorized and is governed by the *Accord Européen relatif au Transport International des Marchandises dangereuses par Route (ADR)* (European Agreement Concerning the International Carriage of Dangerous Goods by Road).

(2) Certain restrictions apply to transporting hazardous waste. Commands must contact the authorized ordering officer for information.

SECTION II

USEUCOM CENTRAL TRAILER FLEET

4-4. GENERAL

When Army trailers are used to transport cargo, shipping and receiving activity commanders will be responsible for loading, care, and use during temporary custody. This includes timely loading or unloading and release. Line-haul equipment will be loaded and unloaded based on the priority and type of shipment. The timelines established for loading and unloading transports (para 4-9) are applicable unless the MCT/TMO or TO issues specific guidance allowing an exception.

4-5. LOADING, BLOCKING, AND BRACING

a. FM 5-250, FM 21-305/Air Force Manual (AFM) 24-306, Air Force Instruction (AFI) 24-201, USAREUR Regulation 55-48, and applicable service-component publications may be used for determining proper loading, blocking, and bracing methods.

b. When unusually large, heavy, or irregularly shaped items must be loaded and a qualified representative of the MCT/TMO is not available, technical assistance may be obtained from the movement control battalion or highway transportation unit engaged in the line-haul operation.

4-6. LOAD RESTRICTIONS

a. The MCT/TMO will screen requests to transport cargo using the theater common-trailer fleet to ensure only cargo that can be moved safely on line-haul equipment is accepted for shipment. If the cargo cannot be loaded and transported safely on military line-haul equipment, the MCT/TMO will select other commercial means for transporting the cargo.

b. Commanders of highway transport organizations engaged in line-haul operations will ensure that trailers are provided in serviceable condition and are not moved from loading points if they--

- (1) Are loaded improperly.
- (2) Are blocked and braced inadequately.
- (3) Contain material or equipment that cannot be transported safely.
- (4) Exceed maximum height or width limits unless road clearance has been obtained.
- (5) Exceed maximum load limits.

4-7. PREVENTING DAMAGE TO TRAILERS

a. Customers will take measures to ensure that trailers are not abused or damaged while they are under their control. These measures will include but not be limited to the inspection and interchange of equipment on arrival, loading, and release. Conveyance trailers will be interchanged using the 37th TRANSCOM trailer interchange receipt (TIR) provided by the driver.

b. The receiving unit will return any trailer spotted for loading or unloading in the same way as it was delivered (for example, trailers received with sideboards will be returned with sideboards; trailers received as a flatbed will be returned as a flatbed).

c. The highway transportation unit will not move trailers until--

(1) Loading and unloading personnel clear them properly.

(2) A TIR and inspection has been completed.

d. If the sideboards must be removed from a trailer to accommodate the load at the shipping activity, the shipping activity will remove the sideboards and replace them when loading is complete. Forklifts will not be used to remove sideboards.

e. The shipper will request the appropriate type of trailer to best meet loading requirements. If the shipper is unsure of what type of asset is available or required, the servicing MCT/TMO can provide assistance.

f. Before trailer departures, each customer will ensure--

(1) The TIR is completed and signed.

(2) Sideboards and tailgates are loaded properly.

(3) Nails, dunnage, and other debris are removed from trailerbeds after the trailer is downloaded.

(4) Trailers are spotted for loading or unloading on terrain that will support the weight of equipment and cargo. When a trailer must be moved, the highway transport unit serving the area will be contacted to move the trailer. Customers that have proper towing vehicles may move military trailers on their installations only after obtaining approval from the Assistant Chief of Staff, Security, Plans, and Operations, 37th TRANSCOM, and informing their servicing MCT/TMO.

g. After unloading, trailers will not be moved until they are cleaned properly.

4-8. INTERCHANGING MILITARY TRAILERS

a. The customer is responsible for the condition and cleanliness of military trailers while they are at the customer's locations. Military drivers will provide a TIR to substantiate and document the condition of the trailer at the time that the custody is exchanged between the driver and the customer.

b. To identify proper and adequate liability for damage to trailers while in the customer's custody, personnel involved in receiving or shipping trailers will comply with the following procedures:

(1) On delivery of a military trailer, the driver and the customer will conduct a joint inspection of the trailer. The TIR provided by the driver will--

(a) Be completed jointly.

(b) Note equipment damage, defects, and exceptions. The driver and the customer do not have to agree on the condition of the trailer. If there is disagreement, each should annotate his or her findings.

(c) Be signed by the driver and the customer. The driver and the customer will each keep a file copy of the TIR.

(2) Another joint inspection will be conducted when the military trailer is picked up. The TIR provided by the driver will--

(a) Be completed jointly.

(b) Note equipment damage, defects, and exceptions. The driver and the customer do not have to agree on the condition of the trailer. If there is disagreement, each should annotate his or her findings.

(c) Be signed by the driver and the customer. The driver and the customer will each keep a file copy of the TIR.

(3) TIRs are considered legal documents and may be used in report-of-survey action for discrepancies.

4-9. USE OF TRAILERS (TIME LIMITS FOR LOADING AND OFFLOADING)

a. Trailers will be loaded and unloaded within 4 hours after arrival at an installation. Unloaded trailers will not be reloaded until the servicing MCT/TMO gives approval. The servicing MCT/TMO will grant back-load permission only after getting approval from the servicing transport unit. This approval will do one of the following:

(1) Authorize the trailers to be reloaded.

(2) Direct that the trailers be moved for other use and that other transportation be provided in the time established by the MCT/TMO.

b. Military trailers will not be used as storage. If a trailer cannot be offloaded in the required time, customers will coordinate an extension with their servicing MCT/TMO.

4-10. REFRIGERATED VAN SUPPORT

a. The 37th TRANSCOM provides 40-foot, refrigerated-van support to units in Belgium, Germany, Luxembourg, and the Netherlands. Because of limited assets, requests are filled on a first-come-first-served basis. Refrigerated vans can be used to either chill or freeze cargo and can be operated with diesel fuel or 380-volt electrical power. Refrigerated vans cannot be operated with JP8. Any damages caused by using improper fuel will be charged to the customer.

b. Customers who need refrigerated vans will send their requests through their servicing MCT/TMO to the Security, Plans, and Operations Office, 37th TRANSCOM. The customer must submit DD Form 448 with the request to pay for the van (\$125 per van per day). The 37th TRANSCOM will assign a control number when support is approved.

c. Customers are responsible for maintaining refrigerated vans as long as they are at customer locations. Permanent driver and mechanic support may be provided by 37th TRANSCOM if the customer provides funding for temporary duty expenses.

d. A TIR will be used to interchange the custody between the driver and the customer according to paragraph 4-8.

SECTION III

HIGHWAY TRAFFIC RULES FOR CONVOY AND OVERSIZE VEHICLE MOVEMENT

4-11. GENERAL

This section establishes policy and responsibilities for regulating individual and convoy vehicle movement in the EMCS. Allied Movement Publication 1 prescribes policy and procedures for highway operations in NATO countries.

4-12. HIGHWAY TRAFFIC RESPONSIBILITIES

a. Each service-component command is responsible for the control of its vehicles operating on public roads.

b. The 1st TMCA is responsible for administering the functions associated with the movement of convoys and oversize or overweight vehicles on public roads throughout the EMCS, except when this responsibility is delegated to specific service components.

c. The MCT/TMO will--

(1) Administer requests for movement bids between the requesting unit and the host-nation activity responsible for receiving movement bids, and providing the final road-movement approval.

(2) Inbound-clear approved movements to the responsible destination MCT/TMO.

d. Unit commanders, convoy commanders, or both will do the following when they are in charge of vehicle movements requiring a movement credit:

(1) Ensure movement bids are prepared and submitted in a timely manner to the appropriate MCT/TMO for convoy and oversize or overweight vehicle-movement clearances. (Host-nation guidelines on submission timelines are available at http://www.21tsc.army.mil/1_tmca.)

- (2) Ensure information submitted on movement bids is correct.
 - (3) Perform map and ground reconnaissance on routes that are unfamiliar or infrequently used.
 - (4) Ensure orientation and safety briefings are conducted according to service-component publications or other appropriate guidance before the vehicle departs.
 - (5) Ensure the movement is in compliance with applicable host-nation laws, rules, regulations, OPORDs, and instructions.
 - (6) Ensure that drivers are qualified and have a valid OF 346 that authorizes the driver to operate the type of vehicle being moved.
 - (7) Report accidents or en-route delays promptly.
 - (8) Ensure vehicles are functioning properly and suitable for operation (for example, mechanical condition checked, dirt and debris removed) before they are driven on public roads. Commanders will also ensure that public roads are cleared of any dirt and debris left by vehicles in their charge.
 - (9) Ensure that the convoy commander or designated representative has a completed AE Form 55-1N or a road movement bid and credit (STANAG 2155) with a valid march-credit number.
- e. Shipping activity personnel are responsible for providing accurate information (for example, dimension and weight data) on military cargo and equipment for highway movement.

4-13. HIGHWAY CLEARANCES AND NOTIFICATION

- a. Highway clearance (march credit) is required for the following movements:
 - (1) Vehicular movements at speeds of less than 60 kilometers per hour on an autobahn or country equivalent.
 - (2) Vehicular movements when road restrictions have been imposed. Service-component publications and the 1st TMCA website at http://www.21tsc.army.mil/1_tmca provide more information on vehicular movements when road restrictions have been imposed.
 - (3) Vehicles carrying explosives or other dangerous articles across international borders.
- b. The 1st TMCA website at http://www.21tsc.army.mil/1_tmca provides convoy requirements for different countries.
- c. Commanders of military highway units involved in convoy moves requiring clearance will--
 - (1) Request highway clearance from the appropriate MCT/TMO and ensure the movement is conducted as prescribed in the clearance. Final route selection will be subject to host-nation approval.
 - (2) Ensure a preliminary reconnaissance is made on the route to determine critical points and road and traffic conditions. Commanders of depots and similar logistic organizations who need road clearances to move oversize or overweight vehicles in driveway or towaway services will not conduct the route reconnaissance. The applicable movements organization will provide information concerning critical points, time restrictions, and other pertinent road information to the shipper.
 - (3) Issue instructions as required to ensure proper march discipline and convoy control.
 - (4) Issue movement instructions to the convoy. These instructions will include but not be limited to the following:
 - (a) The name of the unit or activity making the movement.
 - (b) Convoy route number.
 - (c) Origin and final destination.

- (d) The number of officers, enlisted personnel, and vehicles involved in the movement.
- (e) Tonnage and cubic measurement of equipment or cargo to be transported.
- (f) Maximum speed of the lead vehicle in miles per hour with the statement, "Posted speed limit will not be exceeded."
- (g) Number of vehicles by type.
- (h) Petroleum, oils, and lubricants (POL) requirements.
- (i) Billeting or bivouac requirements.
- (j) Arrangements for providing meals for personnel.
- (k) The estimated time of departure of the first vehicle in the series.
- (l) The estimated time of arrival at the first destination.
- (m) Highway routing and time schedules at major towns and critical points en route.
- (n) Information on military police or host-nation escort arrangements, if applicable.
- (o) A statement that convoy commanders will not deviate from the route or time schedule.
- (p) List of telephone numbers and locations of MCTs/TMOs on or near the convoy route.
- (5) The convoy commander will notify the border authorities providing escorts--
 - (a) During emergencies.
 - (b) If the convoy needs to be rerouted.
 - (c) If the convoy is 30 minutes or more off schedule.

4-14. VEHICLE-MOVEMENT RESTRICTIONS

a. Movements are prohibited on Sundays and host-nation holidays for most types of shipments in the EMCS. Many countries may also restrict movements of the following on certain holidays (for example, Easter, Pentecost) and during the summer-vacation travel period:

- (1) Convoys and oversize or overweight movements.
- (2) Tracked vehicles.
- (3) Trucks exceeding 7.5 metric tons of gross vehicle weight.

b. If pieces of equipment must be moved during restricted times, an exemption from the restriction and a march credit must be obtained from the host nation before movement. Information on movement restrictions are addressed in service-component messages each year and are on the 1st TMCA website at http://www.21tsc.army.mil/1_tmca. Countries may also impose other restrictions. Units should contact their local MCT/TMO for guidance before movements.

4-15. SPEED LIMITS

a. Speed limits--

- (1) Posted by host-nation authorities will not be exceeded.
- (2) Received with the march credit will be followed.

(3) Established for safe or normal operation of a particular type of vehicle, as indicated in the service manual, FM, or other technical manual (TM) for the vehicle, will be followed if these limits do not exceed host-nation or locally posted speed limits.

b. Commanders may establish lower speed limits (except when moving under speed limits governed by a march credit) as long as these speed limits do not impede the safe flow of traffic or violate host-nation laws.

c. Guidance on speed limits throughout the USEUCOM AOR are available on the 1st TMCA website at http://www.21tsc.army.mil/1_tmca.

4-16. HALTS DURING MOVEMENTS

a. Halts during movements will be at authorized facilities or designated areas only.

b. Stopped convoys or vehicles will use guide personnel as necessary to ensure the safe and continuous flow of civilian traffic.

c. Vehicle drivers will--

(1) Stop completely off the pavement, clear of intersections.

(2) Close up intervals in halted convoys.

(3) Exercise caution when moving onto the road to resume movement.

d. The trail party of the march unit will post a guard with the proper warning device to alert approaching traffic.

4-17. CONVOY IDENTIFICATION

Identification requirements may differ from country to country. The 1st TMCA website at http://www.21tsc.army.mil/1_tmca provides more information on identification requirements.

a. Each column will be identified as prescribed in applicable service-component publications and STANAG 2154. Convoy identification will include the following:

(1) Flags. Flags should be approximately 30 centimeters (cm) by 45 cm in size.

(2) A movement number obtained from the host nation when the march credit for the convoy is approved. Movement numbers will be displayed on--

(a) Both sides of each vehicle.

(b) The front of the lead vehicle and the rear of the last vehicle of each organized march element, if possible.

(3) A light for night movement.

b. The lead vehicle in each march unit will display the following:

(1) A blue flag and a legible sign with the words "Convoy Follows" in both English and the language of the host nation or nations being transited.

(2) A blue light for night marches.

c. The last vehicle of each march unit will display a green flag and a legible sign with the words "Convoy Ahead" in English and in the language of the host nation or nations being transited.

d. The convoy commander's vehicle will display a black-and-white flag.

e. With an appropriate host-nation waiver, the towing of military vehicles on most highways in the USEUCOM AOR is authorized to the nearest American facility with repair capabilities. The driver of the towing vehicle, however, must have the required host-nation waiver on hand. The S3, 1st TMCA, maintains copies of current host-nation waivers.

SECTION IV

DRIVEAWAY AND TOWAWAY SERVICE

4-18. POLICY

When vehicles or equipment must be moved by the driveaway or towaway method, all available or obtainable qualified military personnel will be used before the services of a commercial contractor are used. For driveaway services, the shipping activity will ensure vehicles are prepared for road movement according to applicable TM 10- and 20-series (10/20) manuals and provide the fuel necessary to complete the movement from the point of origin to the final destination.

4-19. RESPONSIBILITIES

a. Import Movements. For import movements--

(1) The port operator servicing the SPOD will--

(a) Ensure qualified U.S. or local national maintenance personnel are requested from the local service-component logistics-support command to process vehicles for driveaway or towaway movement.

(b) Process the documentation needed for onward movement of driveaway or towaway vehicles.

(2) The service-component logistics support command will--

(a) Ensure contract-maintenance team support is made available on request by the port operator to process, road-test, and certify import vehicles as operable and safe for driveaway or towaway service.

(b) Provide enough repair parts, lubricants, oils, bulk POL products (including fuel), and ancillary equipment to support vehicle-processing operations.

(c) Notify the port operator of vehicles that cannot be made roadworthy without more maintenance and are not eligible for driveaway service. Notification will be made in enough time before the movement so that maintenance personnel can respond.

(d) Ensure that a prime mover with driver is made available for towaway commitments in enough time to help maintenance personnel with road tests and vehicle inspections.

(e) Ensure support personnel erect bows and canvas and install mirrors, as applicable, with the driver's help.

(f) Provide or arrange for driver logistic support en route.

b. Intratheater and Export Movements. For intratheater and export movements--

(1) Shipping activities will--

(a) Complete the actions in subparagraph a(2) above.

(b) Submit DD Form 1384 through the servicing MCT/TMO to the consignee or to the port operator servicing the SPOE, if applicable. DD Form 1384 must be provided for equipment loaded on driveaway and towaway vehicles and must identify each of the basic issue load list items (BII) on the vehicle or state that the movement is without BII.

(c) Prepare appropriate customs documents for vehicles crossing international borders.

(2) Carriers will--

(a) Provide drivers qualified to operate the types of vehicles to be driven.

(b) Provide requirements for en-route logistic support to the shipper, with an information copy to the servicing MCT/TMO, 3 workdays before movement.

(c) Ensure drivers help maintenance personnel during vehicle processing.

(3) The MCT/TMO will ensure the following information is provided to the carrier 5 workdays before the movement:

(a) Proposed movement data.

(b) Number of vehicles by type.

(c) Maximum height, width, length, and weight of any oversize vehicles.

(d) Road clearance, if needed.

(e) Movement numbers (TMR and ETR, if applicable).

(f) Origin and destination by DODAAC and in-the-clear addresses.

(g) Routing and itinerary for abnormal shipments.

(h) Vehicle or cargo classification, if any, with the shipper's arrangements for security (including guards).

(i) The shipper's arrangements for logistic support for drivers en route.

SECTION V

MILITARY-OWNED DEMOUNTABLE CONTAINERS

4-20. GENERAL

A military-owned demountable container (MILVAN) is a military-owned or -leased container that conforms to U.S. and international standards. MILVANs are available for use in the EMCS to move military cargo as part of the DOD Common User Container Fleet Program. MILVANs are 20 feet long, 8 feet wide, and 8 feet high, or may be a flatrack.

4-21. RESPONSIBILITIES

a. USAREUR is the executive agent for MILVAN management in the USEUCOM AOR. USAREUR has delegated this responsibility to the 21st TSC. The 21st TSC manages the MILVAN program for USAREUR through the DMC and the 1st TMCA. The 1st TMCA will execute overall responsibility for policy, procedures, and control of all MILVANs in the USEUCOM AOR.

b. The DMC will provide--

(1) Distribution management policy and guidance on MILVAN operations.

(2) Oversight of 1st TMCA MILVAN responsibilities.

c. The Support Operations Division, 1st TMCA, will--

(1) Monitor MILVAN service throughout the USEUCOM AOR. The MILVAN Movement Report (requirement control symbol (RCS) AMC-222) will be used to monitor the movement of MILVANs and flatracks.

(2) Make policy recommendations through 21st TSC to the USAREUR G4 regarding MILVAN service.

(3) Maintain inventory by serial number of all MILVANs and flatracks entering and moving through the USEUCOM AOR. This includes the allocation of empty containers for loading with intratheater or export cargo.

(4) Issue information and guidance on control, use, reporting requirements, and maintenance of MILVANs and flatracks.

(5) With the Joint Transportation Management Office (JTMO), Containerized Ammunition Distribution System (CADS) Fleet Division (the DOD accountable activity), manage MILVAN assets to provide the most efficient and effective use.

(6) Maintain a current list of container control officers appointed by installation, base, activity, and agency commanders handling MILVANs.

d. Shipping and receiving activities will--

(1) Report actual arrival, discharge, offering, and departure dates to the servicing MCT/TMO using AE Form 55-355B (RCS AEAGD 55-355A). The MCT/TMO will forward data to the Support Operations Division, 1st TMCA.

(2) Maintain accountability of MILVANs and flatracks in their AORs.

(3) Submit requests to move container-eligible intratheater and export cargo in MILVANs to their servicing MCT/TMO. The MCT/TMO will forward requests to the Support Operations Division, 1st TMCA.

(4) Request repositioning of empty MILVANs for stuffing container-compatible cargo. The MCT/TMO will ensure the best use of MILVANs for stuffing retrograde cargo based on the cargo destination.

(5) Submit ETR requests to the OCCA-E to obtain export booking if the Support Operations Division, 1st TMCA, allocates MILVANs for export movement.

(6) Report changes to the TMR for transshipped MILVANs.

(7) Monitor the reporting of consignees receiving MILVANs and provide necessary customer assistance to ensure reports are accurate and timely.

e. Installation, base, activity, and agency commanders participating in the DOD Common User Container Fleet Program will--

(1) Appoint a container control officer for area reporting and control; provide the name, rank, telephone number, and geographic AOR of the container control officer to the Support Operations Division, 1st TMCA; and ensure container control officer changes are forwarded accordingly.

(2) Report the receipt, dispatch, transshipment, and detention of military containers by submitting a MILVAN movement report within 48 hours to the CADS Fleet Division, JTMO, with an information copy to the Support Operations Division, 1st TMCA. Activities shipping containers to consignees other than POEs will include each activity as an information addressee on the report of shipment (when a report of shipment is required). Movements occurring in 1 day may be combined in one message.

(3) Ensure that the proper container serial number and actual arrival, unstuffing, offering, and departure dates are given to the servicing MCT/TMO within 1 workday after the event date using AE Form 55-355B.

(4) Budget funds for and perform required and preventive maintenance for containers and chassis transiting their installations.

4-22. MILVAN REPORTING REQUIREMENTS

a. MILVAN Reporting Procedures.

(1) MILVAN movement reports (RCS MTMC-179) will be prepared and submitted according to this publication and DOD 4500.9-R. These procedures apply to all activities and organizations in the USEUCOM AOR.

(a) Reports will be prepared and submitted by close of business the first workday following the event.

(b) An information copy will be sent to the Support Operations Division, 1st TMCA.

(2) MILVAN equipment will be reported by serial number. Serial numbers are in one of the following permanent markings:

(a) "U.S. ARMY MILVAN/serial number" on MILVAN containers.

(b) "U.S. MILVAN/serial number" on the chassis.

NOTE: For MILVANs drayed on a MILVAN chassis, the entry will be used to show MILVAN chassis numbers.

(3) In reports of consignment dispatches, MILVANs must be listed separately under "Filled MILVAN" or "Empty MILVAN," as appropriate. The chassis dispatched to each destination will be listed under "Chassis." Consignment reports will show MILVAN consignees and indicate if MILVANs are filled or empty.

(4) When equipment previously reported as deadlined is restored to a serviceable condition, the report will be as follows:

(a) If the equipment will be kept idle at the reporting installation pending future movement, the equipment will be reported as received.

(b) If the equipment is dispatched within 24 hours after being restored to serviceable condition, only the appropriate report of dispatch will be transmitted.

(5) Appropriate data for all types of movement occurring at an installation in 1 day may be combined in one message.

(6) Port operators will electronically report the receipt and transshipment of all MILVAN and MILVAN chassis. The report will be sent to the Joint Transportation Management Office, Containerized Ammunition Distribution System Fleet Division, Alexander, Virginia, with an information copy to the Support Operations Division, 1st TMCA. The report gives visibility to the accountable officer for MILVANs.

b. Documenting MILVAN Transfer.

(1) To document the transfer, receipt, or return of MILVANs, transactions will be recorded on DD Form 1384-2 (STC5). A copy will be kept at the gaining organization and at the losing activity. One copy will be sent to the Support Operations Division, 1st TMCA. When the transfer is permanent in nature (for example, transfer of authorized stockage list, MILVAN equipment, transfer of other than routine operations involving reconsignment of cargo), the transfer will be accompanied by a completed DA Form 5988-E noting deficiencies at the time of transfer and the action taken to correct the deficiencies.

(2) Activities in the USEUCOM AOR must report the following to the servicing MCT/TMO:

(a) Date of arrival.

(b) Date the cargo was discharged.

(c) Date the container was offered.

(d) Date the container returned to port.

CHAPTER 5 SHIPMENT BY AIR MODE

5-1. GENERAL

a. The ALOC system has two major components: military and commercial air. These components support both mobility and sustainment transportation missions in support of the movement of equipment, personnel, and supplies to and from (intertheater) and within (intratheater) the USEUCOM AOR. USTRANSCOM manages the overall airlift system, including inter- and intratheater airlift, through its executive agent: the Tanker Airlift Control Center (TACC), AMC. USEUCOM will manage theater airlift assets.

(1) Terms used to describe airlift are sometimes confusing. The terms sustainment (channel) and mobility indicate the type of mission that the airlift is supporting. The terms strategic, intertheater, intratheater, and theater indicate the boundaries of the mission.

(2) The type of aircraft used does not necessarily determine whether the airlift is intertheater or theater. For example, C-5 aircraft are normally used for intertheater missions, but may be used for theater missions depending on movement requirements. C-130 aircraft are normally used for theater missions, but may be used for intertheater missions under unusual circumstances.

(3) Mobility airlift is airlift that supports military operations according to DOD 4500.9-R, part III. Mobility airlift supports deployments and redeployments for all contingency and exercise missions. This airlift may be intertheater or intratheater.

(4) Transporting cargo and passengers between continental United States (CONUS) and an overseas theater or between two overseas theaters is an intertheater mission that is strategic in nature. The USTRANSCOM executive agent (AMC) manages the planning, tasking, and scheduling of strategic airlift. The TACC executes strategic-airlift missions. Logisticians of all services in the USEUCOM AOR may obtain information on scheduling and rates at <https://tacc.scott.af.mil> for AMC and <http://public.transcom.mil> for USTRANSCOM.

b. The USEUCOM AOR air transportation system (theater) moves cargo and passengers for deployment and sustainment operations to and from strategic APOE and APOD hubs and to and from the air terminals throughout the theater. Theater airlift assets are managed by the USEUCOM executive agent, USAFE, which has its headquarters at Ramstein Airbase, Germany. The AMOCC (<https://amocc.ramstein.af.mil/index.cfm>) at Ramstein Airbase is responsible for planning, tasking, scheduling, and executing theater airlift assets. The Theater Distribution Management Cell (TDMC) at the Ramstein Aerial Port Cargo Terminal enhances the theater distribution of sustainment cargo by reducing customer wait time (CWT), improving TDD, and optimizing theater modal decisions. The TDMC uses GLOC, when feasible, for all air-eligible sustainment cargo.

c. This chapter deals primarily with sustainment airlift, but also includes some general mobility guidelines. Service-unique logistics aircraft such as Navy Unique Fleet Essential Airlift (NUFEA), are not addressed. Sustainment airlift includes all channel (frequency, requirements, opportune lift) flights, commercial contracted ALOC services, and other ALOC services that support routine logistics efforts to sustain the force in theater.

5-2. RESPONSIBILITIES

a. The Commander, USEUCOM (CDRUSEUCOM), exercises combatant command over theater-assigned airlift forces and delegates operational control (OPCON) to the Commander, USAFE, except for service-unique aircraft. The CDRUSEUCOM may gain OPCON of additional air mobility forces from the Commander, USTRANSCOM. The CDRUSEUCOM will delegate OPCON of attached forces to the Commander, USAFE, or to the joint task force (JTF) commander, as appropriate.

b. USAFE manages theater airlift forces through the AMOCC. The AMOCC is the theater's single POC for theater airlift requirements and authorized allocations.

(1) Before requesting support airlift, commanders at all levels will ensure that military air is necessary and economically feasible to meet their movement requirements. Consideration should be given to other modes of transportation, including commercial, that meet mission requirements. Surface transportation will be considered before requesting military airlift support. User convenience is not an acceptable basis for military airlift support.

(2) Requirements for theater airlift must be expressed by specifying the number of short tons and passengers requiring transportation. DOD 4500.9-R and this publication provide specific requirements and procedures for requesting theater airlift support.

c. Each component will designate one validator for sustainment channel airlift. Component validators are as follows:

(1) Logistics Group, USAFE (HQ USAFE/LG).

(2) Office of the G4, HQ USAREUR/7A.

(3) Commander, USNAVEUR.

(4) Commander, United States Marine Corps Forces, Europe (COMMARFOREUR).

(5) Commander, United States Special Operations Command, Europe (COMSOCEUR).

d. ECJ4 (<http://www.eucom.mil/directorates/ecj4/index.htm>) will--

(1) Verify movement requests from all components for time-phased force deployment data (TPFDD) movement.

(2) Provide oversight of the ALOC system in theater.

(3) Be the theater deconflicting agent when the airlift requirement exceeds the capability of USEUCOM-assigned aircraft.

(4) Provide airlift coordination between services and with USTRANSCOM and AMC.

(5) Validate component-channel requests and coordinate with USTRANSCOM to establish, change, suspend, or cancel channels.

e. The Office of the G4, HQ USAREUR/7A, will--

(1) Provide staff proponentcy for validated channel flights.

(2) Submit revalidations for USAREUR channel flights each year to the ECJ4-PM.

(3) Request green-sheet approval (para 5-5d(1)) through the respective ACA for Army intertheater cargo.

f. The Movement Operations Center (MOC), Office of the G3, HQ USAREUR/7A, will--

(1) Oversee Army in Europe ALOC movement for routine, official duty and other troop-support reasons.

(2) Serve as the USAREUR single POC for space-blocking Army passengers.

g. USAREUR will--

(1) Operate Army air terminal movement control teams (ATMCTs) through its major subordinate and tenant commands.

(2) Request green-sheet approval through the respective ACA for Army intratheater cargo.

(3) Provide Army representation, as required, to the TDMC.

h. The Director of Transportation, USAFE, will--

(1) Covalidate USAFE frequency channels (USEUCOM serves as the validator).

(2) Execute USAFE ACA functions for the theater.

(3) Manage and operate the TDMC at Ramstein Airbase.

(4) Manage the USAFE TMO and ensure operating standards comply with DOD, European, and USAFE standards.

(5) Maintain and manage second destination transportation funds for USAFE. These funds are used to pay for all USAFE common-user channel-flight use.

i. Air Force Traffic Management Office TMOs will--

(1) Serve as liaisons between Air Force units and the EMCS.

- (2) Coordinate surface transportation for passengers and cargo as required by their Air Force customers.
- (3) Be responsible for the proper preparation and packaging of USAFE cargo.
- (4) Complete advanced transportation documentation for onward movement of ALOC cargo by all modes of transportation in theater.
- (5) Complete and verify transportation control and movement documents.
- (6) Execute worldwide express (WWX) shipments for USAFE.
- (7) Issue transportation control numbers (TCNs).

j. The Logistics Division, AMOCC (AMOCC/XOL), will--

- (1) Receive, verify, coordinate, and monitor theater channel, contingency, special assignment airlift mission (SAAM), exercise, and joint airborne and air transportability training (JAATT) requirements and task the appropriate USAFE-owned or -controlled air-mobility agencies to execute validated requirements.
- (2) Notify the ECJ4-LO-JMC if validated airlift requirements exceed USAFE airlift capability (DSN 430-4028).
- (3) Request approval from the Operations Directorate, HQ USEUCOM (ECJ3) (HQ USEUCOM VAIHINGEN GE//ECJ3//, DSN 430-4216) and ECJ4 (HQ USEUCOM VAIHINGEN GE//ECJ4-LO//, DSN 430-4028) for airlift requirements that would require theater-assigned airlift assets to operate outside the USEUCOM AOR.
- (4) Request airlift augmentation for the theater when validated requirements exceed the capabilities of theater-assigned C-130 airlift forces.
- (5) Provide component airlift validators with monthly channel-flight-schedule updates and utilization data. Inform component validators and the ECJ4-LO-JMC of changes to channel-flight configurations and scheduling, including one-time cancellations of missions.
- (6) Help customers coordinate the use or determine the availability of wide-body loader support.
- (7) Coordinate directly with AMC for scheduling and to confirm aircraft availability and assignment.
- (8) Contact ECJ4-LO-JMC for space-blocking passengers and cargo.
- (9) Process requests to change aircraft configurations from the TDMC; the Passenger Reservation Center (PRC), AMC; and the MOC by 1300 the day before the scheduled mission.

k. The Airlift Plans Office, AMOCC (AMOCC/XOP), will--

- (1) As the tasking agency for USAFE aircraft, receive mission requirements and task appropriate wings.
- (2) Assign SAAM priorities according to DOD 4500.9-R, part 1, appendix B, for all USAFE airlift requests.

l. The 721st Air Mobility Operations Group (which includes Navy-operated AMC terminals) will--

- (1) Serve as the main point of entry for all military-air-transported cargo into and out of Europe.
- (2) Be responsible for ensuring air transportability and eligibility criteria are met.
- (3) Manage pallet yards and equipment and cargo-holding areas.
- (4) Receive and process port-to-port clearance requests for moving explosive material.
- (5) Receive and process forecasts for space-blocked cargo and passengers.

(6) Forecast passenger and cargo requirements and inform the AMOCC, USAFE, of these requirements to ensure that enough airlift capability is available in the USEUCOM AOR (DSN 480-7166/7170).

(7) Coordinate with the AMOCC and TACC to help ensure that enough aircraft is allocated to meet cargo and passenger backlog requirements.

(8) Process, manifest, and load all component air passengers departing from AMC terminals.

(9) Verify passenger documentation for travel and border clearance.

(10) Coordinate all aircraft upload and download activities for each aerial port workcenter.

(11) Execute aerial-port operations, ensuring compliance with scheduled timelines.

(12) Load and unload all aircraft.

(13) Provide in-place air terminal material-handling equipment to support airlift missions.

(14) Operate AMC cargo terminal special handling functions and verify the proper packaging, loading, and documentation of HAZMAT and courier material, human remains, high-value cargo, and classified cargo.

(15) Receive inbound cargo, break down pallets, and prepare cargo for onward movement by surface LOC or onward ALOC movement.

(16) Recognize the TDMC as the POC for prioritizing and expediting all air-eligible sustainment cargo in the USEUCOM AOR.

m. The TDMC will--

(1) Project requirements and improve theater distribution by determining the mode of transportation for air cargo transiting the theater.

(2) Determine the best LOC (air or ground) to route cargo to meet TDD requirements.

(3) Request aircraft-configuration changes from the AMOCC by 1000 the day before the scheduled channel mission. Also request additional airlift from the AMOCC no later than 96 hours before the desired departure time. Approval for additional airlift must be obtained from the Commander, AMOCC, if the request is received less than 96 hours before the desired departure time.

5-3. AIRLIFT PRIORITY SYSTEM

a. Joint Chief of Staff (JCS) Airlift Priority System. USEUCOM air movements are governed by a movement-priority system based on Joint Publication 4-01 (http://www.dtic.mil/doctrine/jel/new_pubs/jp4_01.pdf) and DOD 4500.9-R (<http://public.transcom.mil/j4/j4lt/dtr.html>). This system ensures responsive movement to meet the readiness needs of the user.

b. USEUCOM Theater Airlift Priority System. After receiving requirements, the AMOCC projects and plans available airlift capability.

(1) Available aircraft capability--

(a) Is the military airlift remaining after supporting maintenance, test, ferry, and local training requirements, and presidential missions designated as Phoenix Banner or Silver.

(b) Includes commercial contract airlift procured to supplement military capability.

NOTE: If airlift capability is insufficient to meet requirements, the ECJ4 is the final authority for determining theater priorities.

(2) Airlift capability will be applied in the following order according to guidelines established by the CDRUSEUCOM:

- (a) Priority 1A1 and 1A2.
- (b) Priority 1A3 and 1A4.
- (c) Priority 1B1 and 1B2.
- (d) Priority 2A1 and 2A2.
- (e) Priority 2B1 and 2B2.
- (f) Priority 3A1 and 3A2.
- (g) 3A3, requirements channels.
- (h) Priority 3B1, 3B2, 3B3, and 3B4.
- (i) Priority 4A1, 4A2, 4B1, 4B2, and 4B3.

5-4. MOVEMENT OPTIONS

a. Component shipping agencies and offices in the USEUCOM AOR are responsible for using the appropriate transportation mode and service for the requirement. All cargo and passenger movements must be moved according to their priority of need as indicated by priority codes.

(1) Shipping agencies and movement managers of all service components will challenge ALOC shipment priorities. If the movement documentation priority does not meet the requirement or if abuse of the prioritization system is suspected, shipping agencies and movement controllers will correct the documentation and mode of movement.

(2) Transportation officers and movement controllers must aggressively pursue communications with mode operators, ITV, customers, other service-component counterparts, and higher headquarters to prevent abuse of the ALOC system.

b. ALOC use must be controlled to maintain its velocity advantage. To do this, all service-component shippers and movement managers must consider the most appropriate movement modes and transportation services available to meet movement requirements. The TDD and best value will be considered when choosing transportation services. The following modes of transportation services are typical transportation options for sustainment in USEUCOM:

- (1) Military truck.
- (2) Commercial truck.
- (3) Commercial rail.
- (4) Commercial sealift.
- (5) Commercial barge.
- (6) Military air channel flights.
- (7) Military SAAM flights.
- (8) Commercial air.
- (9) WWX service.

NOTE: Service components may restrict the use of certain modes.

5-5. AIRLIFT METHODS FOR CARGO AND PASSENGER MOVEMENT

The following airlift methods are available for cargo and passenger movement along ALOCs:

a. Channel Airlift.

(1) **General.** Channel airlift service is provided on a common-user basis over established routes on a scheduled basis. Channel airlift will be established, suspended, or canceled according to DOD 4500.9-R, part II, appendixes M and N. Charges are based on the established point-to-point rates for each passenger and each pound for cargo. These rates are available at <https://www.amcfn.scott.af.mil/filecabinet/docs/fy03/dodrates.doc>.

(2) **Frequency/Requirements Channel.** Component command airlift validators will submit inter- and intratheater channel validation requests to the ECJ4-PM. The ECJ4-PM will submit requests to the Commander, USTRANSCOM (SCOTT AFB IL//TCJ3-ODJ//).

NOTE: The guidelines in subparagraph a above do not apply to Navy units. The Commander, USNAVEUR, directs requests through the Chief of Naval Operations.

b. SAAMs.

(1) All SAAM requests will be submitted according to DOD 4500.9-R to the respective component command airlift validator. Component command airlift validators will submit requests only for intratheater airlift to USAFE (AMOCC/XOL). USAFE units will submit both intra- and intertheater requests to USAFE (AMOCC/XOL). All SAAM requests will be forwarded to the ECJ4 to ensure that theater airlift is not available before sending the request to USTRANSCOM.

(2) Intratheater SAAM requests will be submitted using DD Form 1249 (SAAM or JCS Exercise - Airlift Request) in United States Message Text Format (USMTF) no later than 30 days before the operating date. Each line of the SAAM request must be marked with the proper security classification to ensure proper protection of classified elements while at the same time freeing unclassified elements from restricted handling. All component airlift requests will be sent through service validators to USAFE AMOCC RAMSTEIN AB GE//XOL//. Information copies must be sent to appropriate units as required. SAAM requests will be submitted through the SAAM Request System at <https://140.175.5.204/srs/srswebcls>. USAFE (AMOCC/XOLP) may be contacted for help with this system (DSN 480-7166/7170).

(3) All SAAM requests must include POCs for each onload and offload location in the itinerary. Accurate names, and current telephone numbers (DSN duty telephone and civilian home telephone), an overall POC, and a 24-hour POC must be included in the request. POCs must be available to answer questions and coordinate movement-related matters with the AMOCC, the TACC, and the tasked flying wing.

(4) Intratheater SAAM requests will be accepted on short notice, but must include proper justification in the remarks section. The additional remarks provide critical information needed to correctly prioritize airlift, which may be previously committed. Intratheater airlift requests submitted less than 72 hours before the required operating date are considered rapid-reaction or emergency requests. Individuals submitting a rapid-reaction or emergency request must be at least an O6, civilian equivalent, or a designated representative. The individual's name, rank or grade, and proper justification must be included in the remarks section. The requirements in DOD 4500.54-G must be met.

(5) Component command airlift validators and USAFE units will provide a current list of their authorized SAAM validators to USAFE (AMOCC/XOL). This list must include the validator's name, rank, organization, office symbol, duty telephone, fax number, and home telephone number. This list will be updated by 31 January each year.

(6) Individuals listed as SAAM validators should be familiar with the DD Form 1249 (including DD Form 1249 in USMTF), SAAM, or JCS exercise airlift request according to DOD 4500.9-R, part 1. The validator should be able to discuss transportation issues applicable to unit-movement requirements.

(7) Component command validators will assign a SAAM number to each request. A separate SAAM number must be used for multiple missions operating in different months to avoid duplication. For example, a mission supporting a deployment in January cannot use the same SAAM number for the redeployment scheduled for February. Component command validators will use the following mission numbers:

(a) USAFE: 1600 through 1699.

(b) USNAVEUR: 2110 through 2114 (2910 through 2914 for emergency passengers).

(c) USAREUR: 3000 through 3049.

(d) COMMARFOREUR: COMMARFOREUR will obtain SAAM numbers from USTRANSCOM.

(e) COMSOCEUR: COMSOCEUR/SOJ4 will obtain SAAM numbers from USTRANSCOM.

(8) The AMC incentive Tariff Program entitles the user to a discount on SAAM charges if special criteria are met. This incentive is earned for intertheater (strategic) SAAMs requested through USAFE (AMOCC/XOL) at least 30 days before the mission operating date, and no significant changes (for example, priority, APOE, APOD, timing) are made thereafter.

(a) Component command airlift validators requesting intertheater airlift must forward requests to the Commander, USTRANSCOM, no later than 30 days before the operating date to receive a discount.

(b) USAFE units submitting airlift requests within 30 days before the desired pickup date will include the reason for the late submission in the remarks section of the SAAM request.

c. Opportune Airlift.

(1) Opportune airlift is any aircraft not on a scheduled channel mission that has space for passengers, cargo, and mail. The use of opportune airlift is the use of organic aircraft in a secondary role after planned mission requirements have been met. Opportune airlift is a by-product of positioning, deposition, and training missions. Opportune airlift is a by-product of positioning, deposition, and training missions. For this reason, opportune airlift requirements will not degrade or interfere with the scheduled on-time departure of the primary or planned mission.

(2) When using opportune airlift, the customer will--

(a) Notify and coordinate requirements with the appropriate aerial port or air terminal from which the aircraft will be positioning or deposition. To expedite the process, customers must provide this information with as much advance notification as possible, but no less than 7 days before the mission operating day.

(b) Clear shipments with their appropriate service ACA according to DOD 4500.9-R for shipments moving from one theater to another.

(3) The Denton Program allows DOD to provide space-available transportation of humanitarian cargo at little or no cost to the donor, provided the donor demonstrates a legitimate humanitarian need for the supplies by the people for whom they are intended, that the supplies will, in fact, be used for humanitarian purposes, and that the beneficiaries are capable of using the donated commodities safely (DOD 4500.9-R, part III, app AX). The Office of Assistant Secretary of Defense for Humanitarian and Refugee Affairs (OASD/HRA) and the United States Agency for International Development (USAID) accept and approve applications from donors.

(a) The USAID may be contacted at civilian (202) 712-4810 or fax (202) 216-3524.

(b) The USTRANSCOM/MCC works directly with the OASD/HRA (Global Affairs) in providing appropriate TCNs and obtaining approval for a designated POE. The USAID may be contacted at civilian (703) 351-0181 or by writing to the Department of State, Agency for International Development (Denton Program Officer), 1515 Wilson Boulevard, 7th Floor, Suite 712, Arlington, VA 22209.

d. Expedited Transportation Services.

(1) **Green Sheets.** Green sheets are used to expedite the movement of specific shipments urgently needed and already on hand at an air terminal (not necessarily the originating APOE). Green-sheet cargo will gain movement precedence only over cargo of the same service. Green-sheet action means that the shipment is moved to the front of the requesting service component's backlog for a given destination; it does not guarantee that the shipment will be moved on the next flight. Component representatives will not submit green-sheet requests if the available airlift will meet the shipment's movement requirement. If the ACA determines there is sufficient airlift, the green sheet will not be approved.

(a) All green-sheet requests must be submitted through component authority to the appropriate ACA.

(b) Before a green-sheet request is forwarded to the ACA, the requester must ensure that the cargo is processed into the Global Air Transportation Execution System (GATES) and is on hand at the appropriate aerial port.

(c) Except for requests involving task forces, green-sheet requests must be a memorandum signed by an O6 or an e-mail message sent by an O6. For requests involving task forces, the task force G4 or, in the absence of a task force G4, the senior task force logistician may sign or send (if e-mail) the request. All green-sheet requests will have a signature block that provides the officer's name, rank, and duty title. If the requester is not an O6, the duty title will indicate that the officer is a G4 or senior task force logistician. The green-sheet request must include complete justification of why shipment is in U.S. national interests and is certified as an operational necessity. The request will include the shipment TCN and a 24-hour POC who can answer questions concerning the shipment. A blanket form letter will not be accepted. Each request must be unique and include separate justification.

(2) Space Block. Space blocks are used to allocate space for traffic that requires unique and nonrecurring preferential treatment. USEUCOM (ECJ4-LO-JMC) is the sole approval authority for space-block requests. Items will be space-blocked at the originating APOE. Passenger or cargo space-block requests are only authorized from the task force or USEUCOM service-component level. Once approved, USAFE (MOCC/XOL) will coordinate with the appropriate aerial port or air terminal and the TACC, AMC, as required, for the movement. Shipments of couriers, escorts, military working-dog handlers, and bands have unique coordination requirements; but these shipments are recurring and routine and therefore do not fall in the scope of the space block. These movements in the USEUCOM AOR are coordinated directly with the AMC PRC at the applicable aerial port or air terminal. Procedures are as follows:

(a) Passenger Space Block.

1. The AMC PRC passes reservation permission to the local passenger terminal's passenger service center 24 hours before the aircraft departs. This permission transfer requires passengers to be space-blocked if they desire to book travel on an aircraft within 24 hours before departure. All other passenger bookings will be handled according to normal procedures through the contract ticket office, installation transportation office (ITO), or TMO. If an official travel office function is not available, the AMC PRC may be contacted directly.

2. Passengers will be space-blocked no earlier than 24 hours before the scheduled aircraft departure and with sufficient time to coordinate the travel (normally not later than 6 hours before scheduled departure; USEUCOM (ECJ4-LO-JMC) will determine "sufficient time" based on the urgency of the situation).

3. Requests must be endorsed by an O6 or above and submitted by newsgroup message to the ECJ4-LO-JMC (HQ USEUCOM VAIHINGEN GE//ECJ4-LO-JMC//) with an information copy to the AMOCC (USAFE AMOCC RAMSTEIN GE/XOL//). The requester will post the message on the pertinent operations newsgroup no earlier than 24 hours before the aircraft is scheduled to depart.

4. If a passenger flight is fully booked, a scheduled passenger may need to be removed to accommodate a space-block request. In this case, the space-block requester will include in the newsgroup message a "by-name replacement" from the same service as the space-blocked passenger. The requester will include in the newsgroup message the name and social security number of the originally manifested passenger and replacement individual, and the applicable aircraft-mission number. The requesting component command will inform the servicing ITO or TMO of the replacement as soon as possible but not later than the next duty day. The requester will inform the ECJ4-LO-JMC by telephone (430-8839) of the space-block newsgroup after it is posted.

(b) Cargo Space Block.

1. Except for requests involving task forces, all cargo space-block requests must be endorsed by an O6 or above. For task-force requests, the senior task-force logistician may endorse the request.

2. After ensuring that the space block is appropriate, the service component or task force will request approval by newsgroup message request to the ECJ4-LO-JMC (HQ USEUCOM VAIHINGEN GE//ECJ4-LO-JMC//), with an information copy to the AMOCC (USAFE AMOCC RAMSTEIN GE/XOL/INFO). The message must include complete justification, a statement of the effect disapproval would have on the operation, the TCN, number of pieces, and shipment length, width, height, cubic measurement, and weight. The message must also identify the mission number and date for the projected movement and a 24-hour POC who can answer questions concerning the shipment.

3. For shipment of nonhazardous cargo, component commands and task-force requesters will post messages to the specific operation newsgroup no earlier than 24 hours and no later than 18 hours before the scheduled departure of the aircraft. Diplomatic and port-to-port clearance lead times for shipping hazardous cargo vary. Space blocks for hazardous cargo must be coordinated with as much advance notice as possible.

4. The ECJ4-LO-JMC will post space-block approvals and disapprovals by the same newsgroup.

5. Passengers traveling with cargo who booked a flight through the AMC PRC will contact the capability forecasting section at the aerial port to coordinate the onloading of the cargo.

(3) WWX. WWX is intended to give the customer fast, reliable, time-definite, door-to-door express service for high-priority parts and support the concepts of agile logistics and velocity management. Both concepts are based on the precept that shorter pipeline-delivery times allow reduced stock levels of high-cost, low-weight items that can be shipped express air. Military and commercial shippers will coordinate shipments with their servicing ITO or TMO for transportation by commercial express carrier. Military depots, supply support activities, and civilian manufacturers may use WWX services to ship to military customers. Shipping important items by WWX ensures that the items will arrive quickly and reduces the TP 1-999 congestion at military air terminals.

(a) The current per-item weight limit for WWX eligibility is 150 pounds. Military depots, supply support activities, and civilian manufacturers may use WWX services to ship to military customers.

(b) Transportation officers and authorized military shippers should compare the cost and velocity of WWX to military air channels and determine the best choice of shipment based on the urgency of the need for the items. Service components will establish their WWX use and control policy to maximize the velocity of urgent items. Current WWX contract information and rates are available at <https://public.amc.af.mil/wwx/wwx.htm>.

5-6. FOREIGN AIRLIFT REQUESTS USING THE ACQUISITION AND CROSS-SERVICING AGREEMENT

a. USAFE/LG is the agent delegated by ECJ4-MA to receive and place airlift and transportation orders for acquisition and cross-servicing agreement (ACSA) transactions according to applicable implementing arrangements. These foreign-customer requests for theater and strategic airlift will be forwarded to the AMOCC in the proper SAAM-request format. If specific orders require high-priority scheduling or receive high-level political interest, USAFE/LG and AMOCC/XOLP will ensure these requests are coordinated with USEUCOM.

b. A completed and signed AE Form 12-16A-R is used by the authorized USAFE agent (USAFE/LG) and the country's designated representative to confirm the order, commitment, or obligation to pay. On mission completion, all billing information and a completed Global Decision Support System Form 59 providing details on the mission and flying hours should be given to USAFE/LGXI for reconciliation. USAFE/LGXI will forward all billing instructions to the DFAS-EUR and USAFE/FM for further billing to the appropriate country's ministry of finance for direct and immediate payment.

5-7. ALOC RATES AND FUNDING

a. Transportation Working Capital Fund (TWCF) rates are used to compute the cost of airlift by channel. The AMC Sequence List for channel traffic lists all validated channel routes. This list also provides general information, a list of established channels, associated tariffs for passengers and cargo, and an APOE or APOD routing guide. The most-current version of this list may be downloaded at <https://www.amcfm.scott.af.mil/filecabinet/docs/fy03/dodrates.doc>.

b. Service components pay rates published by USTRANSCOM for cargo and passengers moved on each channel flight. Service components are responsible for assigning fund sites.

c. SAAM charges are determined by using the actual flying hours used to perform the mission multiplied by the applicable rate for the type aircraft used. These rates are calculated to pay for 91 percent of the operational cost for the mission. SAAM rates apply from the aircraft departure point to each customer-directed stop and back to the aircraft's point of origin. The point of origin will normally be the home station of the aircraft performing the mission. Delays caused by aircraft maintenance, weather, and similar factors are not included in the actual flying hours when determining SAAM rates.

d. A minimum activity rate (MAR) is the charge levied on the user for requests that involve reaction or response, which is not otherwise chargeable by reference to other tables. For example, when users direct that aircraft be reserved, placed on standby, or prepositioned for their exclusive use (including the request for back-up aircraft), an MAR will be charged for the first 24 hours or part thereof and for each subsequent 24 hour period or part thereof.

e. SAAM requests must include proper billing instructions in the billing-data-set section of the airlift request. As a minimum, the request will include the customer identification code (CIC), TAC, emergency and special program (ESP) code, or appropriation chargeable, as applicable. Components are responsible for assigning a designated individual to track airlift costs. The component should request an estimated cost when initiating the airlift request from USAFE AMOCC/XOL.

f. USAFE units will include the Operations Branch Training Division, Directorate of Operations, HQ USAFE (HQ USAFE/DOTO), as an information addressee on airlift requests for airlift support funded by USAFE (DSN 480-6985). The AMOCC/XOL will contact the HQ USAFE/DOTO to determine the proper fund cite to use before final validation.

5-8. LOAD PLANNING

a. Load plans must be completed and approved for all aircraft loads before the aircraft departs. Service components are responsible for training and maintaining enough load planners to prepare the load plans for unit deployments and redeployments.

b. AMC aerial-port-load-planning-section personnel usually complete load plans for sustainment cargo and passenger movements. Although Air Force personnel initially approve load plans during joint inspections, aircraft commanders are the final approval authority for all load plans. Load planning is executed initially through the use of automated load planning system software. The Army Air-Load Planning System is the DOD-approved and recommended system.

c. Customers must provide load plans to the supporting KC-10 or KC-135 unit 10 workdays before the movement date.

5-9. AIRLIFT PREPARATION

Units will contact their servicing MCT/TMO for current information on and assistance with airlift preparation. Unit responsibilities for movement by air are outlined at http://www.21tsc.army.mil/1_tmca.

a. Preparation Responsibilities. All service-component ALOC shippers in the USEUCOM AOR are responsible for preparing their cargo and personnel for ALOC movement. This includes the following as a minimum:

- (1) Blocking and bracing.
- (2) Building pallets.
- (3) Certification of hazardous cargo. (Certifiers must be present when inchecking originating hazardous cargo for mobility movements.)
- (4) Cleanliness.
- (5) Coordinating to ensure sensitive and valuable items will be secure.
- (6) Manifesting.
- (7) Proper fuel levels.
- (8) Reporting on time.
- (9) Securing loose items.
- (10) Tiedown and packaging of secondary loads.

b. 463L Pallet. The 463L pallet is the standard airlift-shipping pallet. All bulk air cargo must be properly loaded and secured to the pallet before the cargo is accepted for airlift. Air cargo terminal operators and component certified air load planners are qualified to load and secure cargo on 463L pallets and to approve the cargo for airlift. Aircraft loadmasters are the final approval authority for loading and securing 463L pallets to airframes.

c. Dual-Role Aircraft Missions. Dual-role airlift missions are not guaranteed. The requesting unit should therefore plan and budget for alternative aircraft support or an alternate mode of transportation.

d. Realistic Timing. Allow for cargo assembly-and-load plan time between the available to load date (ALD) and the earliest arrival date/time (EAD) pickup. The latest arrival date/time (LAD) will include flying time to the destination. All entries will be stated in Greenwich Mean Time (ZULU). Date and time entries must be coordinated between the flying wing and the user after the mission is validated and scheduled by USAFE (AMOCC/XOL). Date and time changes at this point could cause loss of incentive benefits or support.

e. Cargo Documentation. Appropriate cargo documentation must be prepared according to DOD 4500.9-R and TM 38-250/Navy Supply Publication 505/Air Force Manual 24-204. Unit responsibilities for air movement are at <https://www.amcfm.scott.af.mil/filecabinet/docs/fy03/saam.doc>.

f. On- and Offload Capability.

(1) For SAAMs, the requesting unit must identify and ensure the availability of mission-support requirements (for example, forklifts, K-loaders, pallets, wide-body loader support, fleet-service support). USAFE (AMOCC/XOL) will help customers coordinate the use or determine the availability of support. When required, the requesting unit will pay all costs associated with transporting aircraft loaders, equipment, and personnel at on- and offload sites.

(2) The requesting unit will assume all costs associated with transporting the aircraft loader and personnel to onload and offload sites, if required. The cost rate for cargo and passengers may differ, depending on the user and reason for the airlift (for example, DOD rates, non-DOD rates, non-U.S. rates, JCS and SAAM rates). Rates are available at <https://www.amcfm.scott.af.mil/filecabinet/docs/fy03/dodrates.doc>.

5-10. PASSENGER MOVEMENT

Passenger eligibility and priority on a space-required and space-available basis will be according to DOD 4515.9-R, part I. Passengers on official duty must first contact their local transportation office before making travel arrangements.

5-11. CARGO MOVEMENT

a. General Cargo. Equipment and supplies for sustainment ALOC movement must be offered to the servicing MCT/TMO to coordinate and document air movement. Except for certain types of HAZMAT, all military equipment and supplies may be flown by ALOC if the items can be load-planned on the aircraft. Most equipment and supplies will usually be loaded on a 463L pallet for loading onto aircraft.

b. HAZMAT. Hazardous cargo and equipment must be properly prepared, packaged, marked, and documented according to DOD 4500.9-R, AFI 24-201, and Military Standard 129P before arrival at the aerial port or terminal. HAZMAT must be properly prepared and documented according to TM 38-250/Navy Supply Publication 505/Air Force Manual 24-204 for MILAIR shipments. A formally trained hazardous cargo certifier must certify all HAZMAT before the cargo is submitted for ALOC movement. DOD 4500.9-R, part II, chapter 204, provides DOD policy, procedures, and responsibilities for HAZMAT movement by commercial transportation and military surface transportation operated by military and DOD civilian personnel.

5-12. SPECIAL CARGO

a. General.

(1) AMC cargo terminal special handling teams will receive, process, document, load, and unload the following cargo for USEUCOM aerial ports:

- (a) Classified items.
- (b) Defense service courier material.
- (c) Frozen rations.
- (d) HAZMAT.

(e) High-value items.

(f) Human remains.

(g) Special medical items.

(2) AMC cargo terminal special-handling teams will provide special escort service as required to and from the aircraft only.

(3) Customers will coordinate through their servicing MCT/TMO for movement of special cargo by ALOC in the USEUCOM AOR. The unit transportation officer will coordinate with the AMC aerial port capability forecasting office and the AMOCC for special-handling team support. In some cases, Army transportation offices may coordinate directly with the ATMCT for special handling team support.

b. Animals.

(1) Military working dogs and other animals are booked through the AMC PRC with the respective handler and coordinated with the AMC aerial port capability forecasting section.

(2) Customers requesting to move animals by ALOC in theater will contact the aerial port capability forecasting office to confirm animal and handler booking. The aerial port capability forecasting office will coordinate with the aerial port to ensure link-up and load-planning are done to meet the customer's schedule and requirements.

c. Aeromedical Evacuation Movement. Aeromedical evacuation is the rapid intertheater and intratheater transportation of sick or injured personnel under medical supervision to appropriate medical care. Movement of patients usually requires specially qualified aeromedical crewmembers to accompany the patient, special air traffic control considerations to comply with patient-driven altitude and pressurization restrictions, and special aircraft systems medical equipment.

(1) The Theater Patient Movement Requirement Center, USAFE, will coordinate directly with the AMOCC (DSN 480-7166/7170) for the movement of patients, aeromedical crews, and equipment. When the use of dedicated aircraft for an aeromedical-evacuation mission it is not possible or practical, the AMOCC will coordinate with the appropriate air terminal operations center to ensure space is available on the aircraft to support the aeromedical-evacuation mission.

(2) Charges for the gross cost of dedicated TWCF aeromedical-evacuation missions are based on the approved rate per hour of the aircraft. Reimbursement is calculated by multiplying the hours flown by the approved Financial Services Squadron, AMC (AMCFSS/FMBC), training-flying-hour tariff rate.

(3) Charges for DOD aeromedical-evacuation patients moved on a scheduled channel mission are calculated by multiplying the number of seats occupied by the channel passenger rate in the AMC annual rate guide for the specific channel on which the patient moves. For litter patients, the charge is based on three seats, with additional seat charges for each attendant accompanying the patient.

CHAPTER 6

SHIPMENT BY COMMERCIAL SERVICES

SECTION I

COMMERCIAL RAIL

6-1. GENERAL

This section applies to the movement of cargo by commercial rail.

a. Rail conventions and agreements cover the movement of passengers and freight for the U.S. Forces and include articles on transportation conditions (including accessorial services), billing, payment, liability, and arbitration. The ECJ4-LO-ICTB provides the following services to the MCT/TMO:

(1) Initiates and negotiates rail conventions and agreements with railroads in the following countries: Austria, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, the Czech Republic, Denmark, France, Germany, Greece, Hungary, Italy, Kosovo, Luxembourg, the former Yugoslav Republic of Macedonia, the Netherlands, Norway, Poland, Romania, Slovakia, Slovenia, Spain, Sweden, and Switzerland, and the former Republic of Yugoslavia (Montenegro and Serbia).

(2) Negotiates rail agreements for the use of special railcars, movement of oversize equipment, movement into or out of Spain, and fuel transportation.

b. Component services must ensure rail conventions and agreements are established and valid with each host nation for all U.S. Forces import, export, and transit-rail transportation. Component command transportation offices will use rail conventions and agreements when making movements by rail. Based on requests from component services, the ECJ4-LO-ICTB can negotiate more favorable rates for volume moves to support exercises and contingencies.

c. The 1st TMCA is responsible for coordinating operation requirements directly with railways during the actual planning and execution of all rail movements in the USEUCOM AOR.

6-2. PROCEDURES FOR REQUESTING COMMERCIAL RAIL MOVEMENT

a. Requesting units will send requests for movement to their servicing MCT/TMO. If the MCT/TMO decides to use commercial rail for the movement, the MCT/TMO will use rail conventions and agreements to order railcars directly from the appropriate railroad.

b. For cost analyses and special, one-time rail moves, the MCT/TMO will provide the following information to the Rail Section, ECOJ4-LO-ICTB:

- (1) POC name, telephone and fax numbers, and organization.
- (2) Name of exercise or special mission identification.
- (3) Date of departure.
- (4) Name of the railhead of originating shipment.
- (5) Name of the railhead of destination shipment.
- (6) If international rail transport is involved, the border-crossing points for each country.
- (7) A statement indicating if the rail movement is in a special train or in existing traffic.
- (8) Type of equipment to be moved (identify HAZMAT, if applicable).

c. If vehicles are to be moved by commercial rail, the following additional information must be provided:

- (1) Number of vehicles.
- (2) Vehicle model numbers.
- (3) Vehicle length, width, height, and weight in metric measurements.
- (4) The LUE number of each oversize vehicle being moved, if applicable.
- (5) The number of vehicles for each type of railcar used (2/4/6).

d. If containerized cargo is to be moved by commercial rail, the following additional information must be provided:

- (1) Type of container, gross weight, tare weight, and net weight in metric units.
- (2) Contents of the container (general cargo or ammunition). If ammunition is being moved, include the *Règlement International concernant le Transport des Marchandises dangereuses (RID)* (European Regulation Concerning the International Carriage of Dangerous Goods by Rail) classification.
- (3) Type of railcar (2/4 axles) carrying the containers.

e. If passengers are to be moved by commercial rail, the following additional information must be provided:

- (1) The move is to be made as a mixed train.
- (2) The type of passenger railcars required (BC with couchette, normal B4, or guard car).
- (3) The move is to be made as a complete passenger train.
- (4) Dining car is required.

f. If oversize cargo is to be moved by commercial rail, the following guidelines apply:

(1) Requirements for the movement of oversize shipments (for example, any single container, item, or equipment exceeding 5 tons (4.5 metric tons) in weight, 26 feet (7.9 meters) in length, 9 feet (2.7 meters) in width, or the height-clearance limits of the applicable European railways will be processed through the MCT/TMO serving the shipping activity.

(2) References to the sketch number in the *Skizzensammlung* (German Railway Book of Sketches) (DS973) will expedite the shipment of most oversize cargo and equipment. Instructions on how to determine if cargo is oversize for movement by rail are available at http://www.21tsc.army.mil/1_tmca. The servicing MCT/TMO can provide assistance on determining size restrictions for rail shipments.

6-3. CIM CONSIGNMENT NOTES

A *Convention Internationale Concernant le Transport des Marchandises par Chemin de fer* (CIM) consignment note (CN) (AE Form 55-355A) is used to obtain rail transport for cargo in the EMCS. Instructions on preparing and distributing CIM CNs are available at http://www.21tsc.army.mil/1_tmca.

6-4. CONDITIONS AND LIMITS OF CIM CONSIGNMENT NOTES

a. Movements in Complete Railcar-Loads From a Single Origin to a Single Destination.

(1) If more than four railcars are moved on a single CIM CN and the allotted space on the warrant is exceeded, an AE Form 55-355D describing the cars and shipment will be attached to the CIM CN.

(2) Less than carload (LCL) shipments require a single CIM CN.

b. Rail Shipments With a Single Origin and Multiple Destinations. If a rail shipment has a single origin but multiple destinations, a CIM CN is needed for each origin or destination combination. For example, if 10 railcars are moving from Kaiserslautern, with 5 going to Vilseck and 5 going to Bamberg, 2 CIM CNs will be needed.

c. Door-to-Door Service. CIM CNs maybe used when the railroad offers door-to-door service (including pickup and delivery by truck transport).

d. Restrictions. The CIM CN will not be used to document--

- (1) The movement of empty railcars unless tariff and working agreements require documentation.
- (2) Commercial truck shipments and local drayage.
- (3) Commercial barge shipments.

6-5. LOADING AND SEALING RAILCARS

a. Shippers will ensure railcar loading conforms to the safety and loading rules established by the railway. Additional rules are as follows:

- (1) Railcars will be loaded to the maximum capacity consistent with railway and cargo safety.
- (2) Classified and sensitive cargo will be loaded only in railcars with solid floors, roofs, and sides.
- (3) Loads will be within the clearance limits of the railway. When these limits are exceeded, advance railway approval is required before loading.

(4) A numbered metal seal will be used to seal windows, doors, valves, and other openings in boxcars and tankcars. Chapter 8 provides other requirements for secure shipments.

(5) Military tracked and wheeled vehicles will be secured according to the requirements and procedures at http://www.21tsc.army.mil/1_tmca.

b. Shippers will stow ammunition and explosives according to published instructions or host-nation requirements, whichever is more restrictive. A qualified technical inspector from the shipping activity will supervise the loading of ammunition and explosives. The shipper will give the servicing MCT/TMO or transportation office a signed statement that the loading was performed according to current safety regulations. More requirements are available at http://www.21tsc.army.mil/1_tmca.

6-6. CAR SEALS

a. Activities in the Army in Europe will submit requisitions to obtain car seals as prescribed by AR 725-50. USNAVEUR and USAFE activities will order car seals through local supply channels. Dominant users will obtain and seal railcars for MARFOREUR activities.

b. Documents (for example, cargo warrants, customs documents) will be annotated to indicate the serial numbers of seals issued for shipments. When a stopoff consignee breaks the seal to discharge or load cargo on sealed conveyances (for example, multistop containers), the consignee must--

(1) Replace the seal.

(2) Annotate the transportation document or documents with the new seal number.

c. Procedures for transferring seals between the MCT/TMO and the TO are as follows:

(1) When a successor is designated, the MCT/TMO or TO relieved from duty will deliver seals in his or her possession to the successor and obtain a receipt and a copy from the successor. The receipt will show the quantity and serial numbers of the transferred seals. The successor will place the receipt in the seal-record account. The departing MCT/TMO or TO will keep the copy of the receipt.

(2) When a successor is not designated--

(a) U.S. Army activities will obtain disposition instructions from the 200th TSC MMC.

(b) U.S. Air Force activities will obtain disposition instructions from the Logistic Group Transportation, USAFE (HQ USAFE/LGT).

NOTE: If car seals are to be turned in, one copy of the seal will be placed in the seal-record account, and the originating MCT/TMO or TO will keep one copy.

d. U.S. Army activities will obtain disposition instructions for defective or excess seals from the 200th TSC MMC.

e. U.S. Air Force activities will obtain disposition instructions for defective or excess seals from the HQ USAFE/LGT.

f. The following seals will be used:

(1) Numbered seals (MIL-S-23769A) (national stock number (NSN) 5340-00-081-3381, seal, self-locking, for railroad cars and containerized shipments, tamper-proof, ball-type, embossed U.S. type).

(2) Unnumbered seals (NSN 5340-00-001-999, seal, bar-type, wire, 3/16-inch diameter, 24 inches long). These seals are used with numbered seals for flammable material.

(3) The Brooks Cable Sea Lock (NSN 5340-00-084-1570) to secure container, railcar-load, and truckload (TL) shipments of Secret, Confidential, and protected material.

(4) The standard NATO seal to secure conveyances carrying shipments of bulk fuel from NATO depots in the EMCS.

g. Commanders in the grade of O5 who have an MCT/TMO or TO under their command will appoint a disinterested officer, DOD civilian employee (GS-4 or above), or enlisted person (E4 or above) to conduct an annual inspection of seals. This disinterested person normally will be the individual appointed to inspect accountable forms. A report of the inspection will be sent to the commander, who will take corrective action if necessary. The inspecting officer will ensure that seals are properly accounted for and safeguarded.

6-7. ADDITIONAL RAIL DOCUMENTS

a. Shippers will place the following AE labels on railcars as indicated:

(1) For carload (CL) shipments for special military trains, AE Label 55-355A.

(2) For shipment of explosives, AE Label 55-355B, AE Label 55-355C, and AE Label 55-355D. AE Label 55-355D will be attached to the cargo warrant. The other labels will be attached to each railcar.

NOTE: Host-nation regulations may require the use of other or additional labels.

b. DD Form 1387 is authorized for use in the EMCS to improve ITV.

c. AE Form 55-355E will be used for renting railroad equipment, switching, and accessorial services.

d. AE Form 55-355Q will be used to document general rail information for the BMCT, MCT/TMO, and troop movement commander.

e. AE Form 55-355R will be used to list individual railcars. Problems with individual railcars will be documented using this form.

6-8. RAIL SAFETY

a. Railway personnel will be requested to turn off power on electric lines during loading operations.

b. Projections (especially antennas) on vehicles will be removed (not tied down) before loading. Projections will not be replaced until the vehicle is removed from the railcar.

c. A rail-operations-safety handbook is available at http://www.21tsc.army.mil/1_tmca.

6-9. RELEASE OF RAIL SHIPMENTS TO RAILWAYS

a. Immediately after completing documentation, loading, and sealing, the shipper will notify the railway that the railcars are ready for movement.

b. Normally, less-than-release (LRU) shipments will be delivered to the appropriate local railway station.

6-10. RECEIPT AND DISPOSITION OF CARGO BY RAIL

a. The receiver will--

(1) Inspect each incoming railcar for external evidence of pilferage, leakage, and damage, and verify integrity of seals of containers.

(2) Notify the railway immediately of loss or damage, and prepare a "Statement of Facts" to be signed by the transportation officer and a railway representative.

(3) Notify the servicing MCT/TMO of pertinent facts to be recorded. Discrepancies will be reported as prescribed by DOD 4500.9-R.

b. Under no circumstances will the receiver climb on equipment or vehicles that are loaded on the railcar.

c. When unloading is complete, the consignee will remove blocking, bracing, debris, and labels. When economical, reusable blocking and bracing material will be returned to the consignor. When damage to railway equipment occurs and the fault is attributed to U.S. Forces personnel, the receiving MCT/TMO will acknowledge the damage and indicate its cause on the railway document.

SECTION II

COMMERCIAL BARGE AND FERRY

6-11. GENERAL

Movement by barge and ferry is particularly desirable for movement of TP 3 cargo and is often the lowest cost mode for line-haul transportation. Carrier and host-nation rules and regulations will apply when barge and ferry services are used.

6-12. ARRANGING FOR COMMERCIAL BARGE MOVEMENT

Barge movement by inland waterway will be according to agreements negotiated by the ECJ4-LO-ICTB with European barge companies and inland waterway carriers. Barge agreements cover the movement of U.S. Forces vehicles, equipment, containers, helicopters, fuel, and coal on the Danube River, the Main River, the Main-Danube canal, and the Rhine River. These agreements include articles covering transportation conditions, documentation, billing, payment, liability, and arbitration.

6-13. PROCEDURES FOR REQUESTING COMMERCIAL BARGE MOVEMENT

a. Requesting units will send requests for movement to their servicing MCT/TMO. If the MCT/TMO decides to use commercial barge for the movement, the MCT/TMO will use barge agreements to order barges directly from the appropriate barge company.

b. For movement of cargo by barge to SPOEs for over-ocean movement, the MCT/TMO will submit an ERR to the OCCA-E or NAVSEACARCORD. The OCCA-E or NAVSEACARCORD will transmit an ETR to the MCT/TMO for barge movement to the SPOE. The MCT/TMO or river terminal detachment (for example, the Rhine River Detachment in Mannheim) will coordinate with the requesting unit for movement of cargo to the appropriate barge-loading site.

c. For special movement, one time only (OTO) movement, or new barge services, the MCT/TMO will submit the following information to the ECJ4-LO-ICTB:

- (1) POC name, telephone and fax numbers, e-mail address, and organization.
- (2) Name of the exercise or special mission identification.
- (3) Departure date.
- (4) Name of originating barge port for shipment.
- (5) Name of destination barge port for shipment.
- (6) Type of equipment to be moved.
- (7) Type of barge (lift-on lift-off (LOLO) or roll-on roll-off (RORO)).
- (8) Number of vehicles and model number of vehicles.
- (9) Type of container.
- (10) Gross weight of containers.
- (11) Cargo in containers.
- (12) Number of supercargo.

(13) Name, rank, and identification card numbers of supercargo.

6-14. MOVING AMMUNITION BY COMMERCIAL BARGE

Movement of ammunition by barge will be considered when shipments do not exceed the restrictions imposed by the *Accord Européen relatif au Transport International des Marchandises dangereuses par Voies de navigation intérieures - Rhein* (ADN) (European Agreement Concerning the International Carriage of Dangerous Goods by Inland Waterways) and the *ADN-Rhein* (ADNR) when movement is consistent with safety, security, economic, and customer needs. Safety and security must be given overriding consideration.

6-15. COMMERCIAL BARGE DOCUMENTS

Barge shipments will be documented with commercial barge carriers on DD Form 1384 (TCMD) and AE Form 55-355A.

6-16. PROCEDURES FOR REQUESTING COMMERCIAL FERRY MOVEMENT

Procedures for requesting movement by ferry are as follows:

a. Ferry Services Over Domestic Waters. For ferry movement using a USEUCOM (ECJ4-LO-ICTB)-negotiated instrument (tender, convention, tariff) or an MCT/TMO- or TO-generated contract, the commercial carrier contracted to conduct the movement will arrange for the ferry crossing. For cargo being transported in military vehicles with military drivers, the driver will arrange for the ferry crossing at the ferry boarding location.

b. Ferry Services Over International Waters. Government vehicles without drivers will be booked through the OCCA-E. The OCCA-E will book cargo under the Universal Service Contract (USC) or an OTO contract. Data included in requests for ferry service depends on the situation. The following items of information may be required:

- (1) Desired and alternate travel dates.
- (2) Name, rank or grade, and gender of individuals on orders or performing travel.
- (3) Type, model, and year of the vehicle.
- (4) Length, height, width, weight, and cubic measurement of the vehicle.
- (5) Fund cite, TAC, or fiscal classification to be charged for the transportation services.
- (6) Names of the vehicle owner and operator.
- (7) License or registration number of the vehicle.
- (8) Desired POE and port of debarkation (POD) or the ports closest to departure and arrival points.
- (9) Offering activity POC (including military and civilian telephone numbers).
- (10) Type of cargo (for example, luggage, secondary loads).
- (11) Weapons listed by type and serial number (if applicable).
- (12) Class 5 material listed by complete hazardous declaration requirements (if applicable).

SECTION III COMMERCIAL HIGHWAY

6-17. GENERAL

This section applies to the U.S. Forces when the mode of transportation required is a commercial bus or a commercial truck. The NATO Status of Forces Agreement (SOFA) and supplemental agreements govern movements through NATO countries. Movements through non-NATO countries are governed by agreements between the United States and host-country governments. All host-country rules, regulations, and laws must be followed.

6-18. PROCEDURES FOR REQUESTING COMMERCIAL HIGHWAY MOVEMENT

a. Requesting units will--

(1) Initiate requests for passenger travel from their servicing MCT/TMO and provide the following information:

- (a) The POC name, telephone number, and organization.
- (b) Unit line-number verification and the name of the exercise or special-mission identification if applicable.
- (c) Date and time of departure.
- (d) Detailed information on the station of assignment or origin of the movement.
- (e) Detailed information on the destination address.
- (f) Personnel traveling with the movement and their rank or grade and social security numbers.
- (g) Quantity and type of baggage.
- (h) Weapon type and serial numbers.
- (i) Specific identification of all HAZMAT.
- (j) Valid fiscal appropriation data (fund cite, TAC, and other applicable information).
- (k) Movement-personnel redeployment data (as soon as it is known).
- (l) Type and size of the bus required (for example, 50-passenger with toilet, air conditioning, videocassette recorder, and conference tables).
- (m) Trailer required (specify baggage trailer or ski-trailer).
- (n) Detailed information on multiple day trips if applicable.

(2) Initiate requests for highway movement of cargo to their servicing MCT/TMO. The MCT/TMO will determine the mode. Units will not specifically request commercial movement. However, if the MCT/TMO determines the cargo will be moved by commercial means, the following information is required:

- (a) Valid fiscal appropriations data (fund cite, TAC, and other applicable information).
- (b) Exact pick-up address, POC, and POC telephone number.
- (c) Primary and alternate date and time of pick-up and RDD.
- (d) Exact destination address and the name and telephone number of a POC.
- (e) Description of the cargo and the amount, metric weight, and dimensions for each piece.
- (f) For hazardous cargo, the U.N. number, International Maritime Dangerous Goods (IMDG) Code, and class.
- (g) Type of truck requested.
- (h) Special requirements (for example, site survey, crane service, loading and unloading).
- (i) Routing required for international transports (identify countries).
- (j) Project names, if applicable, or other information considered vital for transport.

(k) Special driver's language skills required.

(l) AIT and ITV requirements.

(3) Ensure all changes submitted against a previously requested move take financial penalties and delays to movement into consideration.

(4) Ensure requests for highway transport of equipment are made as far in advance as possible. If road clearance is required for moving oversize or overweight cargo, or if a diplomatic or border-crossing clearance is required, the unit must submit its request to the MCT/TMO. Units must take host-nation lead-time requirements into consideration when obtaining clearances (http://www.21tsc.army.mil/1_tmca). Failure to meet the host-nation requirement will cause movements to be delayed.

b. The servicing MCT/TMO will--

(1) Determine the mode of transportation unless the mode is directed in an OPORD.

(2) Use existing tenders or contact the ECJ4-LO-ICTB for additional tender negotiation and initiate the appropriate commercial highway documents.

(3) Arrange for road, diplomatic, and border-crossing clearances if required.

(4) Serve as the overall transportation coordinator for group movement.

(5) Apply the appropriate fiscal code as follows:

(a) The second-destination transportation (SDT) fund cite or TAC will be used for intratheater movements. (Service components may use another name for SDT.)

(b) The shipper-provided fund cite, TAC, or project code will be used for movement to training areas, field exercises, and retrograde back to CONUS.

(c) Predetermined project codes and TACs will be used for movement to contingency areas.

(6) The MCT/TMO may contract for commercial highway transportation in emergencies if a general or special service tender is not available or if the ECJ4-LO-ICTB cannot be contacted. When contracted commercial firms are used, the MCT/TMO will send a quarterly commercial-highway-transportation-use report through the chain of command to the ECJ4-LO-ICTB. The ECJ4-LO-ICTB will use the report for a cost and business-practice analysis. The report will include the following information for each movement:

(a) Date.

(b) Point of origin.

(c) Destination.

(d) Number of trucks used.

(e) Commodities moved.

(f) Carrier name.

(g) Cost.

(h) Types of trucks.

(i) Special requirements.

(j) Whether or not the transportation was round-trip.

NOTE: USEUCOM Directive 60-11 and USEUCOM Directive 64-1 authorize some services to negotiate their own commercial transportation in their dominant-user area of responsibility. These regulations should be referred to for more information.

6-19. COMMERCIAL HIGHWAY DOCUMENTS

Paragraph 6-41 and chapter 10 provide more information about the commercial highway documents described in this paragraph.

a. AE Form 55-355F. AE Form 55-355F--

(1) Will be used with shipments sent by commercial truck. This form will be issued only to commercial trucking firms that have an approved rate and service tender or contract on file with the ECJ4-LO-ICTB.

(2) Will not be used for transportation procured under local contract.

(3) May be used by appropriated fund and NAF activities authorized to use AE Form 55-355K.

b. AE Form 55-355G. AE Form 55-355G will be issued as a replacement form if AE Form 55-355F is misplaced or lost. The originating MCT/TMO or TO will prepare this form. The MCT/TMO or TO and carrier will review and sign the form. The carrier will submit the AE Form 55-355G to the DFAS-EUR with supporting documentation and keep a copy.

c. DD Form 1384-2 (STC5). For commercial movements, shippers will prepare a DD Form 1384-2 (STC5) in addition to the other required documents. Shippers will annotate DD Form 1384-2 (STC5) with the TMR assigned to the movement. For MILVANs drayed on a MILVAN chassis, shippers will prepare a T-9 (miscellaneous data line) to show the MILVAN chassis number, which is used to prepare the MILVAN status report (RCS DRC 222).

d. Sanitary Certificates for Shipment of Food Items.

(1) AE Form 55-355H will accompany shipments of fresh fruits and vegetables sent to Italy.

(2) AE Form 55-355J will accompany shipments of edible products sent to Italy.

(3) Other countries in the USEUCOM AOR may require sanitary certificates for food being shipped across their borders. More information on requirements for sanitary certificates may be found at http://www.21tsc.army.mil/1_tmca.

e. Commercial Bus Documents.

(1) AE Form 55-355K will be issued to commercial bus carriers that have an approved rate and service tender or contract on file before the bus departs.

(2) AE Form 55-355L will be used as a replacement form if original transportation warrants are lost. The carrier will prepare two copies of the form. The MCT/TMO or TO will review and sign the form. The carrier will submit the original AE Form 55-355L to DFAS-EUR with supporting documentation and keep a copy as a record.

6-20. ECJ4-LO-ICTB SERVICES

The ECJ4-LO-ICTB provides services to the MCT/TMO in support of commercial highway movements: Three types of truck and bus tenders and various types of assets are available to ECJ4-LO-ICTB customers.

a. Tenders.

(1) OTO. OTO tenders are used for commercial highway transportation and accessorial services for one specific requirement or large-volume move. These tenders meet movement requests not covered through existing general or special tenders. The cost is a flat rate for each truck.

(2) General Tenders. General tenders are for commercial highway transportation for recurring, everyday missions in one country or between countries in continental Europe. These tenders allow the MCT/TMO to independently coordinate commercial highway transportation. General tenders identify a variety of carrier and truck services as a foundation for timely completion by most economical commercial transportation. The cost is for each kilometer, a flat rate, or both.

(3) Special Service Tenders (SSTs). SSTs are for commercial highway transportation for fixed or varying, recurring movement requirements from identified origins to one or multiple destinations for an identified type of cargo. SSTs are negotiated for an individual transportation office on an as-needed basis. The cost is a flat rate for each truck.

b. Assets. Many commercial truck and bus resources are available for use by the MCT/TMO, including--

(1) Standard trucks. These include closed body, flatbed, and tarped trucks.

(2) Specialty trucks. These include tarped trucks for hazardous or air-ride movements, refrigerated trucks, low-bed trucks, trucks with a container chassis, and trucks with cranes, low beds with extension floors, winches, and special goosenecks. Material-handling equipment such as forklifts and offloading equipment may be part of a tender if requested.

(3) Buses from 8- to 80-passenger capacity. These can have air-conditioning, heating, a toilet, videocassette recorder, and trailer.

c. Processing Times. Processing times vary for tenders according to the service requested. The timetable in table 6-1 is provided as a guideline. Timeline criteria for commercial highway transports include but are not limited to the following:

(1) The nature of the cargo (for example, hazardous, oversize, overweight).

(2) Host-nation laws (for example, travel restrictions, permit requirements, holidays).

(3) Route (for example, body of water, diplomatic requirements).

(4) Carrier availability (for example, truck, ferry) and weather conditions.

Table 6-1 Processing Times	
Type	Timeline
TP 999 shipments	ECJ4-LO-ICTB can acquire tenders in less than 24 hours. Requests must include clear and comprehensive requirements to help expedite acquisition of the tender.
OTO tenders	Routine requirements in a central region NATO country and deployed areas require at least 3 workdays to process.
	International shipments require at least 5 workdays to process.
	Outsized movements require at least 10 to 15 workdays to process.
	Surface movements that transit through former Eastern Bloc countries require additional time (at least 7 to 10 workdays) after carrier identification to obtain country clearances and special permits.
Volume moves (moves that involve five trucks or more or bus requirements exceeding 3,000 euro to support exercises or contingencies)	The timeline depends on the requirement.
Repetitive requirements	Requirements for the same class of supply, same origin and destination, or several shipments weekly or monthly over a given year will be handled through special service tenders. This eliminates the need to submit individual OTO requests to transport like shipments.
	ECJ4-LO-ICTB requires at least 30 days to make a detailed review of a requirement, conduct solicitation, and subsequently award, publish, and distribute the tender.
	General transport requirements (general tenders) and those for unique arrangements require sufficient time to identify and coordinate all aspects of the solicitation process. This process includes defining the requirement and may involve a presolicitation conference before the tender of service is placed. Coordination and preparation of requirements for general and special service tenders may require up to 90 days before the service begins.

d. Commercial Services. Component commands may also contract for commercial services if agreements negotiated by the ECJ4-LO-ICTB do not meet transportation requirements. The customer must comply with negotiated loading and unloading times established in the commercial tender or contract.

SECTION IV COMMERCIAL CONTAINERS

6-21. GENERAL

a. Most cargo imported into the USEUCOM AOR moves by commercial containers. Commercial containers are transported across the ocean under the terms of the USC established by the MTMC.

b. In addition to over-ocean movement, commercial containers normally move inland under the terms of the USC. All other container movement is by inland tenders negotiated for onward movement by rail, truck, or barge. The ECJ4-LO-ICTB is the proponent activity for inland tenders.

6-22. RESPONSIBILITIES

a. The OCCA-E is responsible for administering the USC in the USEUCOM AOR.

b. USAREUR is the executive agent for commercial container management in central region, Italy (as required), the Balkans, and in support of contingency operations as defined in applicable USEUCOM OPLANs and OPORDs. USAREUR has further delegated this responsibility to the 21st TSC. The 21st TSC manages the commercial container program for USAREUR through the DMC and the 1st TMCA. The DMC provides distribution policy management and guidance that concern container operations and provides oversight of 1st TMCA container responsibilities. The 1st TMCA is responsible for the effective and efficient receipt, movement, and return of containers.

c. USNAVEUR is the executive agent for commercial container management in Naples and Sigonella, Italy; Rota, Spain; and in support of contingency operations as defined in applicable USEUCOM OPLANs and OPORDs. USNAVEUR has further delegated this responsibility to the Naval Support Activity Naples, the Naval Air Station Sigonella, and the Naval Station Rota. At these activities, the functions are assigned to the NAVSEACARCOORD. These organizations are responsible for the effective and efficient receipt, movement, and return of containers.

d. USAFE is the executive agent for commercial container management in the Turkey, the United Kingdom, and in support of contingency operations as defined in applicable USEUCOM OPLANs and OPORDs. USAFE has further delegated this responsibility to servicing TMOs. Servicing TMOs will ensure effective and efficient receipt, movement, and return of containers.

e. The 1st TMCA, NAVSEACARCOORD, and the servicing USAFE TMO will perform the following functions when applicable:

(1) Receive inbound container manifests through appropriate automation channels no later than 72 hours after the vessel leaves CONUS SPOEs.

(2) Provide inbound container manifests to the destination MCT/TMO no later than 72 hours after the vessel leaves CONUS SPOEs.

(3) Coordinate with the port operator on commercial container service in the assigned AOR. Request the port operator execute leases of commercial containers when needed to meet export traffic line-haul requirements of container-eligible shipments when such actions provide cost-favorable transport.

(4) Initiate requests for leasing or purchasing commercial containers for contingency and deployment stocks.

(5) Monitor commercial container service to all organizations, activities, and units in the assigned AOR and make recommendations to improve the business process.

(6) Coordinate with procurement authorities for contracts and with the ECJ4-LO-ICTB to negotiate tenders to provide a variety of inland-movement options for commercial container movement in the EMCS.

(7) Maintain data on all container movements and detention in the assigned AOR (for example, container movement by DODAAC, location, type of container, ownership of container).

(8) Establish policy on and procedures for commercial container service.

(9) Provide technical advice on commercial container documents.

f. The MCT/TMO and TO will--

(1) Report the container arrival date and time to the applicable service-component executive agent and the OCCA-E.

(2) When notified that loading and unloading is complete, report the date and time to the applicable service-component executive agent and the OCCA-E.

(3) When notified that loading and unloading is complete, ensure prompt movement of containers according to this publication and DOD 4500.9-R.

(4) When possible, identify other container-eligible and -compatible shipments suitable for consolidation from the same or other shippers.

(5) Initiate action to obtain a retrograde empty container when container-compatible cargo of sufficient volume is identified at a single consignee or several consignees in the immediate AOR.

(6) Coordinate with other MCTs/TMOs and TOs to determine if a sufficient load can be generated and accomplished using stop-off service when enough retrograde cargo cannot be generated in a single MCT/TMO AOR.

(7) Not hold containers from scheduled sailings in an effort to wait or accumulate cargo for backhaul.

(8) Provide reports through their chain of command when evidence indicates a pattern of excessive commercial container detention at specific DODAACs or locations.

g. Receiving and shipping activities will--

(1) Coordinate through the MCT/TMO or TO with the appropriate service-component executive agent and port manager for visibility of incoming containers.

(2) Sign, officially stamp, and date the carrier receipt forms on delivery. The USC requires the carrier to notify the consignee during the consignee's normal workhours if the carrier wants to deliver or pick up a shipment during nonduty hours.

(3) Load and unload commercial containers according to this publication, the provisions of the USC, or applicable contracts.

(4) Submit status of commercial containers on AE Form 55-355B and by telephone to the servicing MCT/TMO or TO. This responsibility includes maintaining AE Form 55-355C.

(5) Comply with commercial-container interchange procedures according to this publication. Receiving and shipping activities will keep one copy of the appropriate sea-container-interchange receipt at least 3 years to substantiate the condition of the commercial container while in U.S. Government possession.

(6) Provide for loading and securing of internal cargo, preparation of all transportation and HAZMAT documents, marking and labeling, and preparation of appropriate customs documentation.

h. Shipping activities shipping commercial containers to a port will--

(1) Provide complete shipment details and an ERR at least 3 workdays before the desired spot date to the servicing MCT/TMO or TO.

(2) Ensure cargo to be moved is actually on hand and prepared for loading when initiating requests for container service.

(3) After stuffing, blocking, and bracing the container, notify the MCT/TMO or TO that the container is prepared for movement. The MCT/TMO or TO will contact the carrier for pick up.

6-23. STORAGE CHARGES AND LIQUIDATED DAMAGES

The MTMC website at <http://www.mtmc.army.mil> provides current USC times and charges.

6-24. INTERCHANGE

a. The U.S. Government is responsible for the condition and cleanliness of commercial container equipment while in U.S. Government custody. Carriers will provide various forms to substantiate and document the condition of their equipment at the time of the interchange of custody between the carrier or agent and the U.S. Government. Forms may be accepted from the carrier if they include an English translation.

b. To identify proper and adequate liability for damage to carrier equipment while in U.S. Government custody, personnel involved in receiving or handling commercial container equipment will comply with the following procedures:

(1) On presentation of the carrier's equipment to the U.S. Government, a joint inspection of the container will be conducted. The interchange form provided by the carrier must be--

(a) Completed jointly, noting equipment damage, defects, and exceptions. The carrier representative and the Government representative do not have to agree on the condition of the container. If there is disagreement, the representatives should annotate their findings.

(b) Signed by each party's representative.

(2) On return of the equipment to the carrier or agent, another joint inspection will be conducted. The appropriate interchange form must be--

(a) Completed, noting equipment damage, defects, and exceptions. The carrier representative and the Government representative do not have to agree on the condition of the container. If there is disagreement, the representatives should annotate their findings.

(b) Signed by each party's representative.

(3) Each activity completing the interchange form will keep a file copy.

c. After unloading the container and removing placards, consignees will--

(1) Remove dunnage.

(2) Broom-sweep the interior of the container.

d. When commercial containers are moved under the military-traction provision of the USC, the military highway operator will use an appropriate military-highway interchange receipt form to help determine responsibility in case of damage. Joint inspections of the container will be performed when the custody of a commercial container is transferred.

6-25. RECONSIGNMENT

a. When the reconsignment of commercial container shipments by carrier-controlled means is required after arrival, the consignee will receipt for the commercial container on delivery and request reconsignment through the servicing MCT/TMO or TO. Consignees will provide the following information to the MCT/TMO or TO for each commercial container requiring reconsignment:

(1) Commercial container number.

(2) Carrier name.

(3) Commercial container TCN.

(4) Present location (including street address, building or area number, and casern).

(5) Desired reconsignment destination (including street address, building or area number, and casern).

(6) If other than a U.S. Army consignee, the name and location of the office that will prepare the AE Form 55-355F.

(7) Reason for reconsignment.

(8) Appropriate fund cite.

b. The servicing MCT/TMO or TO is the approving authority for reconsignments. The MCT/TMO or TO will inform the gaining MCT/TMO or TO and consignee of reconsignment instructions. Reconsignment is not an option in Italy. If the cargo must be moved to another destination, the container must be unstuffed and loaded aboard other assets.

c. The MCT/TMO or TO will use contracts or reconsignment tenders established by the ECJ4-LO-ICTB and will--

(1) Prepare AE Form 55-355F.

(2) Issue AE Form 55-355F for the ocean carrier.

(3) Give three copies to the truck company performing the reconsignment.

(4) Issue a separate AE Form 55-355F for each destination and include the new destination and a fund cite to which the reconsignment is chargeable.

(a) DFAS-EUR will be cited as the paying agency.

NOTE: AAFES-Giessen will be cited as the paying agency for AAFES containers.

(b) If the need to reconsign a container can be attributed to an error by the 598th USATTG, the 598th USATTG will provide the required fund cite.

d. Commercial container carriers will charge the U.S. Government only for the actual cost to the carriers in performing reconsignment plus the negotiated fee specified in ECJ4-LO-ICTB reconsignment tenders.

e. Activities, organizations, and units receiving a reconsignment will receipt for and sign all copies of AE Form 55-355F, and return one copy to the carrier or agent for submission to DFAS-EUR or the service-component equivalent.

NOTE: DFAS-EUR and service-component equivalent finance offices will accept only the original AE Form 55-355F for payment.

f. The USC terminates on the effective date of reconsignment. This is the day of agreement with the carrier that a specific container will be reconsigned.

g. When the carrier has delivered the container to the address designated on the transportation and customs documents, the terms of the contract have been met. The consignee may not refuse delivery. The driver may be requested to deliver the container to an alternate address of that activity on the same installation. If the container is destined for an offsite location not listed on the documents, movement of the container must be considered a reconsignment.

h. An alternative to reconsignment is to discharge the contents and coordinate the onward movement to the correct consignee using military assets. The MCT/TMO will request military assets through the servicing military truck unit. The MCT/TMO will do this only after a cost analysis has been conducted to compare alternatives and customer capabilities.

6-26. DIVERSION

1st TMCA, NAVSEACARCOORD, or the servicing USAFE TMO is the diversion authority in its assigned AOR.

6-27. STAGING AND DELAYED DELIVERY

Staging is the holding of a commercial container in a POD because the consignee cannot accept or promptly unload the cargo. The consignee will contact the servicing MCT/TMO to request staging at a POD.

a. Consignees may request delayed delivery from barge terminals or railheads. This enables the consignee to balance the receipt of commercial containers based on daily reception and discharge capability without congesting holding areas. The MCT/TMO will coordinate a consignee's request for delayed delivery with the carrier.

b. The MCT/TMO is the approving authority for staging and releasing requests in its assigned AOR. The MCT/TMO will submit requests for staging and releasing containers directly to the OCCA-E to ensure execution with the carrier.

(1) Based on information received from the receiving activity and the POD terminal (rail, sea, and barge), the servicing MCT/TMO will determine--

(a) Whether or not the receiving activity can accept and unload the container in a timely manner. If the container cannot be unloaded without causing detention, the container normally will be tendered constructively.

(b) Whether or not the cargo is needed at the activity immediately.

(c) Whether or not moving the commercial container to the activity will restrict movement of containers to other activities.

(d) The operational preference of the receiving activity.

(2) If the MCT/TMO determines that a commercial container will be delayed, the MCT/TMO will notify the--

(a) POD terminal (rail, sea, and barge).

(b) Receiving activity and its supporting MCT/TMO.

(c) 1st TMCA, NAVSEACARCOORD, or the servicing USAFE TMO.

(3) When the conditions causing the MCT/TMO to delay a container no longer exist, the MCT/TMO will request the POD terminal to release the commercial container for delivery to the receiving activity. The MCT/TMO will then provide 2 workdays' advance notice to the POD terminal before actual release.

6-28. COMMERCIAL CONTAINER LEASING PROCEDURES

a. 1st TMCA, NAVSEACARCOORD, or the servicing USAFE TMO will identify commercial containers suitable for leasing based on a review of advanced ocean manifests. Suitability criteria include the following:

(1) Consignment for multistop or stop-off service.

(2) Availability of retrograde cargo at or in the vicinity of the consigned stop.

(3) Distance from the POD to the consignee.

b. After selecting commercial containers to be leased, 1st TMCA, NAVSEACARCOORD, or the servicing USAFE TMO will give the OCCA-E and the MCT/TMO servicing the POD 3 workdays' notice before the vessel arrives of desired leasing actions.

c. The MCT/TMO servicing the port will coordinate the movement of leased containers. Tasking for assets will include at least the following:

(1) Assigned TMR.

(2) Commercial container number (eight digits). This number also serves as the transportation identification number.

(3) Consignee or consignees by DODAAC.

(4) POC (name, telephone number, building number, and casern or town) at the consignee.

(5) Known retrograde loads available, if any.

d. The port MCT/TMO will provide the TMR to the port operator. The port operator will notify the port MCT/TMO, 1st TMCA, NAVSEACARCOORD, or the servicing USAFE TMO of the port departure.

e. The OCCA-E will prepare and transmit to 1st TMCA, NAVSEACARCOORD, or the servicing USAFE TMO the following:

(1) Beginning and end dates of the container lease.

(2) Changes in the commercial container terms of service, as necessary, to port delivery.

f. If circumstances require the leased container to be left at a consignee awaiting discharge, the inland carrier will coordinate with the MCT/TMO servicing the consignee to decide if the driver and tractor will--

(1) Remain with the load.

(2) Be recommitted or released.

g. If retrograde loads are not near the delivered loaded container and if the driver and tractor stay with the leased container until empty, 1st TMCA, NAVSEACARCOORD, or the servicing USAFE TMO will issue disposition instructions to the servicing MCT/TMO regarding the empty container.

h. Responsible commands will manage, control, and inventory containers that are procured for storage, bunkering, and billeting.

6-29 REPLYING TO CARRIER INQUIRIES

Inquiries from ocean carriers or their representatives concerning dates and time of initial receipt, notification of unstuffing, and return receipt of commercial containers will be sent to the OCCA-E.

SECTION V

DEMURRAGE AND DETENTION

6-30. GENERAL

Demurrage and detention are charges made on a carrier conveyance held by or for a consignor or consignee beyond the allowable free time for loading or unloading, for forwarding directions, or for any other purpose authorized and documented by the consignor or consignee. Charges for demurrage and detention are in addition to other lawful transportation charges.

a. Demurrage charges typically are associated with rail and water port operations.

b. Detention charges are usually associated with commercial containers. Detention charges are usually not associated with MILVANS.

c. To prevent unnecessary demurrage or detention, line-haul conveyances placed for loading or unloading must be released promptly. MCT/TMO support and coordination will ensure prompt release.

6-31. RESPONSIBILITIES

a. The MCT/TMO will--

(1) Provide information about impending shipments to shipping and receiving activities.

(2) Advise shipping and receiving activities of conditions or anticipated actions that may cause demurrage or detention.

(3) Arrange for port staging or stabling en route, as necessary.

(4) Transmit commercial container arrival, discharge, and departure data to the service-component organization responsible for that area (1st TMCA, NAVSEACARCOORD, or the servicing USAFE TMO) within 1 workday after receipt from consignees.

(5) Send a daily “container empty available” report to each carrier and report empty-available date to the service-component organization responsible for that area (1st TMCA, NAVSEACARCOORD, or the servicing USAFE TMO) on the same day that information is received from the consignee. If reports to the carriers are delayed, the MCT/TMO will ensure the date on the report is the day the report is actually sent.

b. Commanders of shipping and receiving activities will--

(1) Request corrective action from the MCT/TMO when improper scheduling, routing, or consignment causes a delay in unloading and release of commercial assets.

(2) Establish and maintain controls to prevent demurrage and detention of commercial assets. Activities will use AE Form 55-355C to record receipt and release of commercial containers and chassis.

(3) Notify the MCT if equipment is not--

(a) Spotted for loading.

(b) Pulled promptly after loading or unloading has been completed.

(4) Advise MCTs/TMOs of conditions or anticipated actions that may cause demurrage or detention.

(5) State the reason for demurrage and detention on the appropriate commercial payment document (for example, AE Form 55-355F).

c. Port operators will--

(1) Ensure commercial container discharge data and the actual date of departure from the POD are reported to the service-component organization responsible for that area (1st TMCA, NAVSEACARCOORD, or the servicing USAFE TMO) within 1 workday after the event. The following must be included in the report:

(a) Mode of departure.

(b) Actual POD.

(c) U.S. Government voyage-document number assigned to the voyage on which the commercial container departed its original POE. (Containers with a water port of embarkation (WPOE) in the Far East or Pacific will be reported by the Far East or Pacific voyage number and not necessarily the voyage number of the ship on which the containers arrived in Europe.) Voyage-document numbers will not be used for voyages to which the commercial container may subsequently have been transhipped.

(2) Ensure that dates reported to the service-component organization responsible for that area (1st TMCA, NAVSEACARCOORD, or the servicing USAFE TMO) for the date customs forms and DD Form 1384 were available to the carrier show the actual date of notification to the carrier of document availability, not the date that the documents were picked up. Documents requested and available dates will be transmitted within 3 workdays after the event.

(3) Report the on-carriage of leased commercial containers within 3 workdays after the on-carriage event. The MCT/TMO servicing the terminal will provide TMR data to the port manager operations staff on the same day the TMR is issued.

(4) Notify the OCCA-E each time a carrier fails to provide accurate commercial container-discharge data as soon as practical after discharge or not more than 1 day after commencement of drayage or line-haul according to the USC.

(5) Ensure commercial carriers identify, by van owner, van number (full eight positions, including check digit), and original voyage-document number, each commercial container the carrier plans to discharge at a POD that were not manifested and from which the carrier plans to commence inland drayage or line-haul.

NOTE: Requests for port diversion will be sent to the OCCA-E with an information copy of the request to the 1st TMCA, NAVSEACARCOORD, or servicing USAFE TMO at least 2 workdays before the desired date of discharge. The OCCA-E will usually deny requests that do not provide advance notice.

(6) Ensure carrier reports of missing documents needed for inland drayage and line-haul are reported to the appropriate port manager with information copies to the OCCA-E. The date documents are reported missing must be the actual date of carrier notification to the U.S. Government.

(7) Submit confirmations of staging begin and end dates to the service-component organization responsible for that area (1st TMCA, NAVSEACARCOORD, or the servicing USAFE TMO). The begin-stage event may be reported initially as an estimated future date. If the estimated date is not the actual date, the port manager must send a correcting report within 3 workdays after the actual stage-begin date. Reports of stage-end must be reported within 1 workday after the actual event.

(8) Submit confirmations of lease, begin, and end dates to the service-component organization responsible for that area (1st TMCA, NAVSEACARCOORD, or the servicing USAFE TMO). Both events must be reported within 3 workdays after of the actual date.

(9) Submit changes in terms of service for leased containers or other appropriate circumstances to the service-component organization responsible for that area (1st TMCA, NAVSEACARCOORD, or the servicing USAFE TMO). Changes in terms of service must be reported within 5 workdays after the effective date of change.

6-32. DETENTION FOR COMMERCIAL CONTAINERS UNDER THE USC OR APPLICABLE CONTRACTS

a. The ocean carrier will submit a consolidated bill for commercial container detention for certification to the OCCA-E. If the information on the consolidated bill is not complete, the bill will be returned to the carrier for completion.

b. If the certifying officer finds detention bills to be incorrect, the ocean carrier will verify the data on the bill and resubmit the bill. When certified, detention bills will be sent to DFAS-EUR for final settlement.

c. If inland carriers (other than the ocean carrier) send detention bills for commercial containers to the MCT/TMO or the consignee, the MCT/TMO or consignee will return the bill to the inland carrier and advise the carrier to send the bill to the applicable ocean carrier. For example, if the *Deutsche Bundesbahn (DB)* (German Federal Railway) sends a bill for detention to the MCT/TMO for a railcar used to deliver a commercial container, the MCT/TMO will tell the *DB* to send the bill to the responsible commercial container carrier. The ocean carrier is responsible for the commercial container moving under the USC until it is delivered to the final consignee.

SECTION VI

PAYMENT AND AUDIT OF COMMERCIAL TRANSPORTATION SERVICES

6-33. GENERAL

This chapter provides payment and audit responsibilities for using commercial transportation and accessorial services in the EMCS.

6-34. PAYMENT RESPONSIBILITIES

a. The DFAS-EUR in Kaiserslautern, Germany, was activated as part of the consolidation of DOD finance and accounting operations. DFAS-EUR reports to the Defense Finance and Accounting Service - Indianapolis Center. The DFAS-EUR mission is to provide accounting, vendor payment, and disbursing services for DOD activities in Europe.

b. The DFAS-EUR pays for commercial transportation and accessorial services for EMCS movements. The DFAS-EUR does not pay for commercial transportation and accessorial services in countries where service components have established their own finance and accounting systems.

6-35. PAYMENT PROCEDURES

a. When using commercial transportation and accessorial services, the following procedures are used:

(1) The MCT/TMO or TO issues an AE Form 55-355F, *CIM* freight warrant, and other transportation-payment documents.

(2) After completing a move or service, the commercial organization will issue an invoice, attach it to the original transportation-payment documents, and mail the documents to DFAS-EUR or the service-component equivalent. The original documents are required to prevent duplicate payments.

NOTE: The procedures below are primarily those of DFAS-EUR. Service-component equivalent organizations will have similar procedures.

(a) For commercial carriers being paid by DFAS-EUR, use the following addresses:

1. Defense Finance and Accounting Service - Europe
Transportation Payable Branch
Kleber Kaserne, Gebäude 3208
67657 Kaiserslautern

2. Defense Finance and Accounting Service - Europe
Transportation Payable Branch
Unit 23122
APO AE 09227-3122

(b) Commercial carriers not being paid by DFAS-EUR will send transportation documents to the service-component equivalent organization agreed to in established support agreements.

(3) The Transportation Payable Branch, DFAS-EUR, will log in documents received by DFAS-EUR.

(4) On receipt of the invoices, the Transportation Rate Review Section (TRRS), DFAS-EUR, will audit the documents. If there are no problems, the TRRS will forward the documents to the Transportation Payable Section, DFAS-EUR, for preparation of the payment voucher, which is forwarded to the Disbursing Division, DFAS-EUR. If there are problems, the TRRS will return the invoice, issue adjustment notices, request missing documents, or correct mistakes.

(5) The Disbursing Division will make payment by check or through electronic transfer. The payment will be made in the currency specified in the tender or contract.

b. DFAS-EUR will send a monthly recapitulation of total dollars paid to commercial carriers to the ECJ4-LO-ICTB, the USAREUR G4 (AEAGD-P), and the DODDS European Procurement Office. The data will be categorized by the type of transportation service.

6-36. WWX PAYMENT PROCEDURES

a. Army in Europe units will pay for WWX services by providing a fund cite or a TAC on AE Form 55-355F. WWX carriers will submit AE Form 55-355F and appropriate invoices to DFAS-EUR for payment. If there is a discrepancy between shipper weights and WWX carrier weights, bills will be paid using carrier weights.

b. For USNAVEUR shippers, the servicing command will charge transportation costs to the customer's appropriate TAC. WWX carriers will submit invoices to the DFAS Operating Location Norfolk (Defense Finance and Accounting Service - Norfolk Site, 9712 Virginia Avenue, Norfolk, VA 23511-3297) for payment.

c. USAFE activities will process payments for WWX shipments according to AFI 24-201, paragraphs 3.2.3 and 6.3. Shipping activities must consult the Air Force Materiel Command homepage at <https://www.afmc-mil.wpafb.af.mil> for TACs and third-party billing procedures.

6-37. SF 1034 & 1034A

The DFAS-EUR will use SF 1034 & 1034A to make transportation payments. DFAS-EUR will send a copy of SF 1034 & 1034A to the vendor.

6-38. ACCOUNTING CLASSIFICATION

a. Commercial transportation documents must include a valid and complete fiscal accounting classification or movement designator code (for example, fund cite, TAC).

b. TACs are accounting classifications used to move cargo in the DTS. The shipper is responsible for putting the appropriate TAC on transportation documents requiring an accounting classification.

c. Obligations will not be incurred against accounts of the DFAS-EUR or the service equivalent without the appropriate fund cite.

6-39. ERRORS IN ACCOUNTING CLASSIFICATION

If the shipper, receiving activity, MCT/TMO, or TO discovers accounting classifications errors on transportation documents, the DFAS-EUR or the service-component equivalent will be notified in writing. The DFAS-EUR or the service-component equivalent will take corrective action at the time of the payment or through an adjustment document after payment is issued.

6-40. MISSING DOCUMENTS

Carriers will submit invoices with supporting documents to the DFAS-EUR as required by the tender or convention. If documents are missing, the DFAS-EUR will return the invoice to the carrier. The DFAS-EUR will request missing documents from the appropriate MCT/TMO only as an exception.

6-41. SERIAL NUMBERS FOR COMMERCIAL TRANSPORTATION AND ACCESSORIAL DOCUMENTS

a. The use of a web-based system for all commercial transportation and accessorial documents eliminates the need to keep blank accountable documents on hand. It does not, however, eliminate the need for using individual serial numbers on the forms. DFAS-EUR requires that individual serial numbers be used to ensure payments are made for the appropriate service provided.

b. All AE forms prescribed by this publication are in the Library of Army in Europe Publications and Forms at <https://www.aeaim.hqusareur.army.mil/library/home.htm>.

c. An AE form used for the payment of commercial services is not an accountable document until a serial number is added to it by the originating MCT/TMO.

(1) For MCT/TMOs that initiate TMRs, the serial number will be the last two digits of the calendar year, followed by the Julian date, followed by the first six digits of the TMR, followed by the number of forms prepared that day (for example, 03-253-MJ0001-001).

(2) For units that do not initiate or use TMRs, the serial number will be the last two digits of the calendar year, followed by the Julian date, followed by the DODAAC, followed by the number of forms prepared that day (for example, 03-253-WK4YAA-001).

(3) If a unit does not have a DODAAC, the unit should use the parent organization's DODAAC followed by the first letter of the unit. BMCTs will use the DODAAC of their parent MCT. (For example, for BMCT Mannheim, the serial number would be 03-253-WK4YAAM-001). If two or more subordinate units have the same first letter, the next letters would be used in sequence until a DODAAC is created that is unique to the subordinate unit. Units that do not have a parent organization should call the DMC for guidance (DSN 484-7209).

6-42. DOCUMENT CORRECTIONS

If changes are required on commercial transportation documents, the MCT/TMO or TO that signs and issues commercial transportation documents will make changes and initial each change. Erasures are not authorized. Signatures must be in ink.

6-43. AUDIT RESPONSIBILITIES

The Comptroller General of the United States accepts, without further review by the General Accounting Office delegated to the General Services Administration, the technical and administrative examination of freight and passenger transportation bills. This includes propriety of rates, fares, and charges when performed by the agencies in this chapter. The General Services Administration may conduct periodic, onsite test verifications and procedural reviews to ensure the audit quality is acceptable.

a. The DFAS-EUR or the service-component equivalent will perform audits to ensure that--

(1) Ordering documents are prepared as prescribed in this publication.

(2) Transportation services ordered conform to existing contracts, agreements, and tenders.

(3) Transportation services ordered are received.

b. Valid fiscal accounting classification is cited on the ordering documents. Auditing organizations will--

(1) Determine if the fund cite or TAC is valid.

(2) Not certify or determine fund availability.

NOTE: Correct rates are based on best-valued service to the Government agency as outlined in Management Reform Memorandum #15 (<http://purchasecard.saalt.army.mil/memos/memo15.htm>).

c. Rates and charges invoiced by the commercial contractor will conform to--

(1) U.S. or European railway conventions.

(2) Contracts.

(3) Purchase orders.

(4) Rate and service tenders (highway, accessorial services).

(5) Commercial tariffs that are incorporated by reference in the applicable convention, tariff agreement, or tender if conditions or charges relating to any service are not specified.

(6) International transportation regulations.

(7) Special agreements (escort services, barge, and highway).

(8) Commercial air tariffs.

(9) Commercial rail tariffs when military conventions do not exist.

d. All charges billed to the U.S. Forces are exempt from taxes under appropriate tax agreements.

e. If documentation deficiencies or uneconomic practices (for example, not using the most advantageous freight routing, commodity classifications not used) are discovered during an audit, the DFAS-EUR will send a report to the ECJ4-LO-ICTB and the command with operational control of the originating MCT/TMO or TO. The command will take action to ensure unnecessary transportation costs are eliminated.

CHAPTER 7 CUSTOMS

SECTION I CUSTOMS POLICY AND RESPONSIBILITIES

7-1. GENERAL

This chapter assigns responsibilities and prescribes basic customs policy and procedures for transporting DOD cargo into, throughout, and out of the USEUCOM AOR.

7-2. INTRODUCTION

a. Every country in the USEUCOM AOR has its own customs infrastructure. The USEUCOM AOR includes NATO members and their military forces, countries of the European Economic Union, Partnership for Peace countries, numerous other host nations, and the U.S. military. This chapter provides basic information on the transportation customs system and portions of the Military Customs Inspection Program (agricultural preclearance) as they relate to the distribution of DOD cargo.

b. Two basic customs systems affect transportation: the movement of cargo to or through CONUS and the movement of cargo in the USEUCOM AOR.

(1) The first system involves the movement of DOD cargo, privately owned vehicles, HHG, personnel, and personal articles hand-carried by personnel on permanent change of station, temporary duty, deployment, or leave from the USEUCOM AOR back to or through CONUS. The custodial agent for management of this customs system at USEUCOM is the USEUCOM J1 Customs Executive Agency. The J1 has delegated the responsibilities of executive agent to the Provost Marshal, USAREUR.

(2) The second system involves the movement of DOD cargo that is to be used in an official capacity by U.S. military forces stationed in the USEUCOM AOR or by civilian contractors hired by DOD to perform associated missions for the military forces. The primary document used for moving this cargo is AE Form 55-355M. The executive agent for managing this customs system at USEUCOM is the ECJ4-LO-ICTB.

NOTE: AE Form 55-355M has replaced AE Form 302-1. The form is the same, but the block for the serial number is blank. AE Form 302-1 may continue to be used until June 2003.

7-3. RESPONSIBILITIES

a. The ECJ1 will--

(1) Serve as the proponent for customs policy and procedures that affect individual personnel and the conduct of the United States Department of Agriculture (USDA) preinspection of equipment being shipped to CONUS.

(2) Maintain and update USEUCOM Directive 30-3.

(3) Make customs requirements an integral part of concept plans (CONPLANs), OPLANs, and OPORDs. These plans must include provisions for the deployment of military customs inspectors (MCIs) to perform agricultural inspections and prepare and stamp DD Form 1253.

(4) Designate the Provost Marshal, USAREUR, as the executive agent for executing the provisions of USEUCOM Directive 30-3.

b. The ECJ4 will--

(1) Serve as the USEUCOM proponent for pertinent NATO customs documents, the use of AE Form 55-355M, and the use of other associated customs forms required during contingencies and in non-NATO countries.

(2) Make customs requirements an integral part of CONPLANs, OPLANs, and OPORDs. CONPLANs, OPLANs, and OPORDs must include provisions for the following:

(a) The deployment of USEUCOM customs-stamp holders to prepare and stamp AE Form 55-355M and associated host-nation customs forms.

(b) MCIs to perform agricultural inspections for cargo going to or through CONUS.

(3) Participate in NATO working groups involved with customs.

(4) Maintain liaison with the USTRANSCOM customs office.

(5) Conduct quarterly customs working group meetings.

c. The ECJ4-LO-ICTB will--

(1) Serve as the USEUCOM executive agent for the administration and management of the AE Form 55-355M customs stamp program and other related host-nation customs forms.

(2) Maintain a current register of AE Form 55-355M customs-stamp holders appointed according to this publication.

(3) Procure, receive, store, and issue AE Form 55-355M customs stamps and maintain a current register of serially numbered customs stamps.

(4) Update and distribute by e-mail a list of appointed AE Form 55-355M custom-stamp holders to all service-component commands, DOD agencies, host-nation customs administrations, and appointed customs-stamp holders. The list will be issued twice a year and include the following information:

- (a) Stamp number.
- (b) Full name of the customs-stamp holder.
- (c) The customs-stamp holder's military and civilian address.
- (d) The customs-stamp holder's e-mail address.
- (e) The customs-stamp holder's military and civilian telephone number.
- (f) Effective date of the stamp.
- (g) The date eligible for return from overseas (DEROS) of the customs-stamp holder.
- (h) Unit of assignment.

(5) Conduct a web-based customs-training program for AE Form 55-355M customs-stamp holders.

(6) Make random staff-assistance visits to customs-stamp holders to ensure they are complying with this publication.

(7) Maintain a customs website to provide customs procedures, forms, and related information for the movement of duty-free cargo for each country in the USEUCOM AOR.

(8) Maintain contact with host-nation customs agencies throughout the USEUCOM AOR, and answer questions concerning the movement of duty-free cargo that arise during inspections of DOD personnel and cargo, and general questions about customs policy.

(9) Work with or through the respective USEUCOM defense attaché offices to ensure customs-clearance procedures for duty-free cargo are fully understood.

(10) Provide updates by e-mail as necessary to all customs-stamp holders and service-component customs POCs about changes to customs requirements and new information about customs.

d. The ECJ5 will--

- (1) Address customs issues with host nations when required.
- (2) Help the ECJ4 resolve customs and border-crossing disputes with host nations as required.
- (3) Make customs requirements an integral part of CONPLANS, OPLANs, and OPORDs.

e. The Office of the G4, HQ USAREUR/7A; HQ USAFE/LGT; USNAVEUR; MARFOREUR; and commands and agencies that operate in the EMCS will--

(1) Identify a customs POC in the service-component command or organization to manage and maintain visibility over their respective customs program.

(2) Ensure subordinate units comply with the intent of this chapter.

(3) Make customs requirements an integral part of CONPLANS, OPLANs, and OPORDs. CONPLANS, OPLANs, and OPORDs must include provisions for the deployment of the following:

(a) USEUCOM customs-stamp holders to prepare and stamp AE Form 55-355M, associated host-nation customs forms, or both.

(b) MCIs to make agricultural inspections for cargo returning to CONUS.

(4) Conduct customs inspections each year to ensure that customs-stamp holders are complying with the provisions of this publication.

f. The Office of the Provost Marshal (OPM), HQ USAREUR/7A, will serve as the managing executive agent for the USEUCOM Military Customs Inspection Program (USEUCOM Dir 30-3) and the Military Preclearance Program. Arrangement for USDA preclearance of cargo to be returned to or through CONUS will be managed through this office.

g. The Customs Executive Agency, OPM, HQ USAREUR/7A, will--

(1) Conduct a 2-day class to train senior MCIs.

(2) Establish, maintain, and conduct annual certification of each preclearance program.

(3) Maintain accountability of all MCI customs stamps.

(4) Establish and maintain a customs website that provides agricultural preclearance.

SECTION II

MOVEMENT OF CARGO TO AND THROUGH CONUS

7-4. PRECLEARANCE

a. The movement of DOD cargo from the USEUCOM AOR to or through CONUS must meet the rigid agricultural standards of DOD 4500.9-R and USEUCOM Directive 30-3.

b. The shipper is responsible for meeting U.S. customs standards when sending DOD cargo back to or through CONUS.

c. When a unit has cargo to be shipped to or through CONUS, the unit will contact its supporting MCT/TMO to arrange movement.

d. The servicing MCT/TMO will advise the shipper that it must meet the standards of DOD 4500.9-R and USEUCOM Directive 30-3. If required, the servicing MCT/TMO will provide the shipper the MCIs for their AOR. The MCT/TMO will maintain a list of authorized MCIs on file to help the shipper.

e. The shipper will contact the MCI to arrange for the cargo to be inspected before it is packed in boxes, built on 463L pallets, or stuffed in containers. The MCI will--

(1) Inspect the container and pallets or multipack boxes that the cargo is moving on or in.

(2) Ensure that the cargo is free of debris, mud, and agricultural pests, and that the cargo and its conveyance meet USDA standards.

f. If the MCI finds that the cargo or conveyance--

(1) Does not meet USDA standards, the shipper is responsible for taking appropriate actions to correct the deficiencies.

(2) Meets USDA standards, the MCI will sign and stamp USEUCOM Label 30-1 and attach it with glue to each piece of cargo. If the cargo is moving by container, the MCI will attach USEUCOM Label 30-1 to the outside of the container and annotate the seal number on the label.

g. Cargo destined for the customs territory of the United States that arrives at a military or commercial airfield or seaport will not be accepted for movement if a signed and stamped USEUCOM Label 30-1 is not attached to the container and each piece of cargo. The cargo will be returned to the shipper or placed in bondage at the shipper's expense. The shipper will be responsible for taking action to get the cargo cleared through customs before the cargo is moved to or through CONUS.

7-5. APPOINTING MILITARY CUSTOMS INSPECTORS

a. To help community MCIs and to make the shipment of cargo back to CONUS more efficient, all service supply and shipping organizations will have one primary (program manager) and at least two alternate (stamp custodian) school-trained MCIs on their staff. Units will contact the Customs Executive Agency to arrange for training.

b. Training will include home-study material, a 2-day class at Taylor Barracks in Mannheim, Germany, and a comprehensive written test. Students will receive stamp numbers (not MCI stamps). The student's assigned area support group, base support battalion, or service equivalent will make stamps according to USEUCOM Directive 30-3 and give the stamp to the customs-stamp holder.

SECTION III

CUSTOMS PROCEDURES FOR DOD CARGO ENTERING, MOVING BETWEEN COUNTRIES OF, AND LEAVING THE USEUCOM AOR

7-6. USE OF AE FORM 55-355M

a. The NATO SOFA, Articles XI, XII, and XIII; and the Supplementary Agreement to the NATO SOFA (1 Jan 64), Article 65, authorize the duty-free import, export, and transit of U.S. Forces shipments. The SOFA allows for duty-free importation, movement between countries in the USEUCOM AOR, and exportation of DOD cargo, regardless of the transportation mode used.

b. Allied Movement Publication 2 (AMovP-2) states that "A Force may import free of duty its equipment as well as appropriate quantities of provisions, supplies, and other goods intended for exclusive use by the Force concerned and, if authorized by the host nation, also for use by the civilian component. That duty-free importation is dependent on the deposit of a customs declaration (Form 302) at the customs office of the host nation, the reverse of the form showing the distribution list. The customs declaration must be signed by a person authorized by the Sending nation."

c. NATO member countries have been given authorization to create their own version of the Form 302. Each country has its own duty-free form that may or may not state that it is a "Form 302." The proponent for the U.S. military duty-free customs form is USAREUR, which developed AE Form 302-1 (now AE Form 55-355M). This form is the primary document used for duty-free movement of DOD cargo into, between, and out of countries in the USEUCOM AOR.

d. AE Form 55-355M--

(1) Constitutes an official certificate of import and export authorization and a customs declaration. When a serial number is entered on the form, the form becomes an accountable document.

(2) Applies only to DOD shipments by, to, and from the U.S. Forces, their agencies, and organizations supporting the U.S. military mission, regardless of who owns the cargo at the time.

(3) Will be used to clear DOD cargo through host-nation customs agencies and release shipments that may arrive at destinations under customs bonds.

(4) May only be signed and stamped by an authorized customs-stamp holder. Stamps may only be obtained from the ECJ4-LO-ICTB.

e. Flexibility is key to dealing with host-nation customs officials throughout the USEUCOM AOR. Customs forms and procedures may change daily. Some countries authorize their regional customs offices great autonomy. Customs procedures and forms may differ from region to region and between military installations in a country. For this reason, personnel involved with issuing customs documentation must be familiar with all local customs procedures and read service-component regulations for specific guidance pertaining to their areas of operation.

f. Some countries may require the use of other customs forms or the use of additional customs forms with AE Form 55-355M. DOD 4500.9-R, part V (<http://public.transcom.mil/j4/j4lt/dtr.html>), and host-nation customs authorities can provide specific country-customs requirements.

g. The following countries in the USEUCOM AOR acknowledge AE Form 55-355M:

Azores (Lajes Field)	Hungary	Poland
Belgium	Iceland	Portugal
Bulgaria	Israel	Romania
Croatia	Italy	Slovakia
Czech Republic	Luxembourg	Slovenia
Denmark	Former Yugoslav Republic of Macedonia	Spain
France	The Netherlands	Turkey
Germany	Norway	United Kingdom
Greece		

7-7. APPOINTMENT AND RELEASE FROM APPOINTMENT OF CUSTOMS-STAMP HOLDERS

a. Eligibility for Appointment.

(1) AE Form 55-355M customs stamps are assigned to a specific individual, because each stamp bears a unique number. Allowing anyone other than the assigned customs-stamp holder to stamp and sign customs documents is not authorized.

(2) The number of personnel authorized to sign and stamp AE Form 55-355M and other customs documentation in a specific organization should be based on their mission. Every office involved with customs clearance must have at least two individuals appointed to sign and stamp customs documents.

(3) The following personnel are authorized to sign and stamp AE Form 55-355M and perform customs-clearance duties as required:

(a) U.S. military personnel in the grade of E4 and above.

(b) DOD civilian employees in the grade of GS-4 and above.

(c) NAF employees in a grade equivalent to GS-4 and above.

(d) Local national civilian transportation specialists working for the U.S. military (all services) in the USEUCOM traffic management system (limited to NATO member countries only).

(e) Commercial contractors who are U.S. citizens working for the U.S. military

(f) Commercial-air carriers under contract to USTRANSCOM. The ECJ4-LO-ICTB customs office will approve requests for authorization for commercial-air carriers to perform customs-clearance duties on an individual basis. The use of customs stamps by commercial-air carriers at commercial airports is subject to host-nation approval.

(g) The ECJ4-LO-ICTB customs office will review and approve, as appropriate, requests for authorization for personnel who are not in any of the categories in (a) through (f) but require a customs stamp to perform their mission.

b. Appointment Process. Commanders of organizations and heads of agencies that are involved with duty-free customs clearance of DOD cargo will send to the ECJ4-LO-ICTB their appointments of individuals authorized to authenticate customs-clearance forms (USEUCOM (ECJ4-LO-ICTB), Unit 30400, APO AE 09131-0400). Individuals appointed as customs-stamp holders must have at least 6 months' retainability in the command. Individuals with a shorter retainability may be appointed by the command as an exception, but these appointments must be requested by sending a written justification to the ECJ4-LO-ICTB. The ECJ4-LO-ICTB is the only authority authorized to provide customs stamps for use in stamping and signing AE Form 55-355M.

(1) The first O5 commander or service equivalent in the chain of command will send a packet to the ECJ4-LO-ICTB requesting that the appointed individuals be approved as AE Form 55-355M customs-stamp holders. Organizations that do not have an O5 commander in the direct chain of command will send the packet with a memorandum explaining the circumstances. The packet must include the following:

(a) Passport-size photograph of the individual being appointed.

(b) Copy of the individual's Government identification card, installation pass, passport, or host-nation identification card.

(c) Certification from the local military authorities that the individual does not have adverse actions pending against him or her. Local national employees must have a good-conduct certificate from local civilian police authorities.

(d) Copy of the individual's customs-test results. The customs test may be requested from the ECJ4-LO-ICTB (DSN 480-7349, civ 0049-711-680-7349).

(e) A copy of the letter of appointment signed by the commander or service equivalent.

(f) Telephone number (DSN and civilian), office address (military and civilian), and e-mail address of the appointee and the commander or service equivalent.

(2) Commercial-air carriers may become customs-stamp holders subject to host-nation approval.

(a) To become a customs-stamp holder--

1. The commercial-air carrier must have an AMC contract that requires customs clearance by the carrier for the delivery of DOD cargo in the USEUCOM AOR.

2. Carrier representatives must be knowledgeable about host-nation customs requirements for the commercial airport and country where they are working.

(b) Carrier representatives will submit requests for customs stamps through a sponsoring service component to the ECJ4-LO-ICTB customs office. Requests will include the items in (1) above and the following:

1. A copy of the AMC-approved contract page or reference to the list of approved carriers on the AMC website (<http://amcpublic.scott.af.mil/www/www.htm>).

2. The telephone number, office address, and e-mail address of the appointee and the approving carrier sponsor.

(3) The ECJ4-LO-ICTB will send, by registered mail, a customs stamp and orders appointing the individual as an AE Form 55-355M customs-stamp holder. Only one person will be appointed and authorized to use an assigned customs stamp.

(4) After receipt of the customs stamp from the ECJ4-LO-ICTB, the customs-stamp holder must wait 14 days after the effective date of the stamp appointment before issuing and stamping AE Form 55-355M. The 14 days allow host-nation customs authorities time to update their rosters of customs-stamp holders. Customs-stamp holders in Italy must wait 45 days after the effective date of the stamp appointment

c. Release From Appointment.

(1) Customs-stamp holders will carry out their duties until they are released or relieved by the command that appointed them. To officially release or relieve an individual from these duties, a packet with the following items must be sent to the ECJ4-LO-ICTB:

(a) A copy of the release or relief letter signed by the commander or service equivalent.

(b) A memorandum from the commander or service equivalent requesting that the individual be released or relieved from customs duties. The memorandum will include the status of open copies of AE Form 55-355M and associated host-nation customs forms and the measures being taken to close them.

(2) The customs stamp will be kept by the command until another customs-stamp holder is appointed.

7-8. INSPECTING AE FORM 55-355M AND ASSOCIATED HOST-NATION CUSTOMS FORMS

a. Commanders of organizations and heads of agencies authorized to appoint customs-stamp holders will appoint a disinterested person to conduct an annual inspection of AE Form 55-355M and associated host-nation customs forms.

(1) In addition to this annual inspection requirement, the ECJ4-LO-ICTB will perform random staff-assistance visits of appointed customs-stamp holders. Service-component customs POCs will be notified in advance of these staff-assistance visits.

(2) As part of their official duties, military police, criminal investigation division agents, and host-nation authorities may make spot inspections and checks on customs-stamp holders.

b. The inspection report from a disinterested person in the command will include, but not be limited to, the following:

(1) The name of the customs-stamp holder, the number of the customs stamp, the date of inspection, the period covered, and the name of the disinterested person who performed the inspection.

(2) Verification that--

(a) All copies of AE Form 55-355M and other host-nation customs forms are stored properly according to this publication.

(b) The receipt, issue, and disposition of all customs forms are accounted for through the use of an accountable ledger.

(c) Customs forms issued are supported by proper authority (for example, shipping documents, purchase orders or contracts, official written requests, waybills) and copies 1 (white) and 4 (blue) of AE Form 55-355M or other customs forms pertaining to each customs transaction have been fastened together and filed according to each service-component's recordkeeping system.

(d) AE Form 55-355M customs forms have been prepared according to the ECJ4-LO-ICTB customs-training program.

(e) Issued customs forms have been signed and stamped by an appointed customs-stamp holder.

(f) Copies of customs discrepancies and corrective action taken are on file.

(g) File copies of AE Form 55-355M and associated host-nation customs forms showing completed transactions are closed annually on 31 December each year and filed. Copies will be kept on file according to each service-component's recordkeeping system.

NOTE: This does not include files on criminal actions, military disciplinary actions, or investigations. These files will remain open until the action is completed.

(h) Copies of the monthly origin customs-stamp holder reconciliation and quarterly reconciliation report to the host-nation customs office are on file.

(i) AE Form 55-355 is stored in a three-combination safe, a steel cabinet with a locking bar device, or a field safe with a three-combination lock or padlock.

c. When the report of inspection conducted by the disinterested official shows a discrepancy, a copy of the report will be sent to the commander of the service-component command concerned for corrective action. Copies will also be sent to the service-component customs POC and to the ECJ4-LO-ICTB. The ECJ4-LO-ICTB will coordinate the discrepancy with the appropriate host-nation customs officials. Within 30 days after receipt, customs-stamp holders will reply through their appointing authority regarding any identified program deficiencies. If deficiencies are not corrected, the customs stamp may be taken from the customs-stamp holder and the organization must apply for another stamp.

d. Reports of staff-assistance visits conducted by the ECJ4-LO-ICTB will be routed through service-component headquarters to customs-stamp holders.

e. Commercial-air carriers that hold AE Form 55-355M will be subject to no-notice inspection by the ECJ4-LO-ICTB or sponsoring service-component headquarters. Carriers will maintain a full audit trail of AE Form 55-355M for 5 years.

7-9. MISUSING CUSTOMS FORMS AND VIOLATING CUSTOMS LAWS

a. Anyone witnessing the misuse of customs forms or a violation of customs laws during the movement of DOD shipments will report the incident immediately to the nearest MCT/TMO, military police activity, or commander of the activity involved. A copy of the report will be sent to the ECJ4-LO-ICTB.

b. Appointed customs-stamp holders who willingly and knowingly violate customs rules are subject to fines, imprisonment, or both by U.S. and host-nation customs-enforcement officials.

7-10. INSPECTING SHIPMENTS

a. General. Host-nation customs authorities have an unlimited right of inspection. Host-nation customs officials may or may not advise the appropriate U.S. MCT/TMO, U.S. military police, or other appropriate U.S. authorities of their intention to inspect. Inspections usually are limited to an examination of the customs documents and a comparison of seal numbers listed on the documents with the seal numbers on the shipment. In spite of agreements between the U.S. military and host-nation countries, border-crossing officials and customs officials at gateways and destinations may change the rules or request additional documentation and payments with little notice.

b. Inspection of Classified Shipments. Customs authorities generally will not inspect classified shipments if the AE Form 55-355M or associated host-nation customs forms are annotated "Classified Shipment" or "Material SECRET" and if the shipment is accompanied by military guards carrying appropriate orders in English and the language of the host nation authorizing them to escort the classified material. Advance notification must be made to both the ECJ4-LO-ICTB and the appropriate host-nation customs office of the movement of a classified shipment.

7-11. BASIC PREPARATION AND HANDLING OF AE FORM 55-355M AND ASSOCIATED HOST-NATION CUSTOMS FORMS

a. This paragraph provides guidance on the use of AE Form 55-355M and associated host-nation customs forms for all personnel involved in the duty-free movement of DOD cargo in the USEUCOM AOR.

b. AE Form 302-1 is being used until the new AE Form 55-355M has been tested in the field. For the purpose of this publication, AE Form 302-1 will be referred to as AE Form 55-355M. Copies of the form will be distributed as followed:

- (1) Copy 1 (white): Origin U.S. customs-stamp holder.
- (2) Copy 2 (green): Origin host-nation customs office.
- (3) Copy 3 (pink): Destination host-nation customs office.
- (4) Copy 4 (blue): Suspense copy, origin U.S. customs-stamp holder.
- (5) Copy 5 (yellow): Consignee.
- (6) Copy 6 (pink): Suspense copy, origin host-nation customs office.

7-12. SURFACE MOVEMENT

NOTE: The procedures for shipping cargo by surface modes may differ according to host-nation customs rules and regulations.

a. Origin.

(1) When DOD cargo is ready for surface shipment, the consignor or shipper will submit a written request for appropriate import and export customs declaration to the supporting MCT/TMO, customs-clearance office, or customs-stamp holder. The request will include the information that the customs-stamp holder needs to prepare AE Form 55-355M and associated host-nation customs forms or both. To maintain an audit trail, all requests will be in writing and accompanied by supporting documents (for example, purchase orders, shipping documents, waybills).

(2) The customs-stamp holder will prepare six copies of AE Form 55-355M, the appropriate number of associated host-nation customs forms, or both using information from the request. All entries will be made in black ink. Erasures are not allowed. If a customs form is tampered with in any manner (for example, erasures, additions), the document will be voided. If AE Form 55-355M is damaged or becomes unusable, all copies except copy 1 will be destroyed. Copy 1 will be crossed out diagonally with a red line and the word “void” will be written across the page. The accountable form ledger will show this status. The serial number of AE 55-355M will be entered and logged into an appropriate ledger to maintain an audit trail.

(3) The AE Form 55-355M, and host-nation customs forms, if required, is stamped with the appropriate U.S. customs stamp and signed with the payroll signature of the stamp holder.

(4) The AE Form 55-355M and host-nation customs forms, if required, is taken to the local host-nation customs office to obtain a customs stamp. The host-nation customs office will keep copy 6 (pink) of AE Form 55-355M and host-nation customs forms, if required, in a suspense file.

(5) After obtaining the host-nation customs stamp, the U.S. customs clearance official files copy 4 (blue) of the AE Form 55-355M and suspense copies of associated host-nation customs forms in a suspense file with supporting documentation. The customs-stamp holder will give the remaining copies of AE Form 55-355M to the shipper or to the mode operator. U.S. and host-nation customs clearance officials usually do not need to be physically on site for cargo loading and manifest verification. Local customs rules, however, may require on-site inspection, depending on the host nation. Local procedures must be followed.

NOTE: To expedite the return of AE Form 55-355M to the origin issuing office, customs-stamp holders may attach to each customs form a business-size envelope with the military return address of the issuing office for movement through the military postal system.

(6) For multistop shipments and reconsignments, a separate AE Form 55-355M and associated host-nation customs forms will be completed for each stop.

(7) When the new AE Form 55-355M is printed, the serial number will be vacant. The customs-stamp holder will initiate the serial number to be placed on AE Form 55-355M. The serial number will consist of the first two digits of the calendar year, followed by the Julian date, followed by the customs-stamp number, followed by the number of forms filled out that day (for example, 03-253-467-001). The serial number of the AE Form 55-355M and associated host-nation customs forms will be entered in an appropriate ledger to maintain an audit trail. Chapter 10 provides more information.

(8) Servicing MCT/TMOs and customs-clearance officials will ensure that cargo going to or through CONUS has been precleared and inspected by an MCI. If an inspection is not made when the shipment is offered for movement, the MCT/TMO will inform the shipper of the requirement and explain how to contact a U.S. military customs official. Shipments transiting through and terminating in CONUS will not be processed until this issue is resolved.

(9) When shipping by rail, customs documents will be given to the stationmaster at the origin railhead. The carrier will be told to deliver the customs documents to traffic-management officials at the destination railhead.

b. Destination.

(1) The destination MCT/TMO or consignee will--

(a) Sign for receipt on all copies of AE Form 55-355M and associated host-nation customs forms.

(b) Verify that the goods listed on AE Form 55-355M and associated host-nation customs forms were or were not received in the quantities indicated.

(c) Note discrepancies between AE Form 55-355M, associated host-nation customs forms, and the actual shipment received on all copies of the customs forms.

(d) Ensure that all customs documents are taken to the local host-nation customs office. The destination host-nation custom office will stamp and sign the back of all copies. The destination host-nation customs office will keep copy 3 (pink) of AE Form 55-355M and copies of any host-nation customs forms on file. If no host-nation customs office is available in the local area, the MCT/TMO, ITO, or consignee will annotate this information on the customs forms.

(e) Keep copy 5 (yellow) of AE Form 55-355M and required host-nation customs forms on file.

(f) Return, by mail, copy 1 (white) and copy 2 (green) of AE Form 55-355M and any host-nation customs forms to the origin customs-stamp holder. Signed customs forms will be returned to origin in a timely manner. The use of the military postal system to return customs forms is strongly encouraged. Completed customs forms may be consolidated each month and sent back for return by the 5th day of the following month.

(2) If a shipment arrives without an AE Form 55-355M and associated host-nation customs forms, the destination MCT/TMO or consignee will send a statement to the origin customs-stamp holder certifying the date of arrival, shipment description, shipment weight, and the serial number of the AE Form 55-355M and associated host-nation customs forms obtained from other movement documents. If the origin customs-stamp holder is unknown, the MCT/TMO or consignee will send a statement to the office that initiated the shipment. The origin office will send the statement to the origin customs-stamp holder. The issuing customs-stamp holder will compare this information for accuracy with his or her file copy. The consignee's statement will be accepted in place of a lost original customs document.

(3) If cargo is rejected at the destination, the MCT/TMO or consignee will annotate on the AE Form 55-355M and associated host-nation customs forms that "Cargo received on (date) and rejected by consignee. Local host-nation officials have been notified." Customs documentation will be returned to the origin customs-clearance office.

c. "Closing the Loop."

(1) General. When the destination MCT/TMO or consignee and the destination host-nation customs office properly complete and send copy 1 (white) and copy 2 (green) of AE Form 55-355M and copies of associated host-nation customs forms to the origin customs-clearance office, the customs-stamp holder will--

(a) Reconcile copy 1 (white) of AE Form 55-355M with suspense copy 4 (blue) for changes.

(b) File the original AE Form 55-355M with other documents supporting the transaction if no changes were made.

(c) Find out from the destination MCT/TMO or consignee the reasons for any changes made.

(d) Refer apparent fraud to the appropriate U.S. Forces police authorities, the chain of command, and the ECJ4-LO-ICTB for investigation.

(e) Forward copy 2 (green) of AE Form 55-355M and copies of completed host-nation customs forms to the applicable origin host-nation customs office or main customs-administration office. On receipt of copy 2 of AE Form 55-355M and associated host-nation customs forms, the host-nation customs office will reconcile the forms with its suspense copy 6 (pink) of AE Form 55-355M and suspense copies of host-nation customs forms, and close out the customs documentation. If necessary, host-nation customs officials will request that the ECJ4-LO-ICTB initiate a tracer to resolve customs-forms discrepancies.

(2) Reconciliation of Open AE Form 55-355M and Associated Host-Nation Customs Forms.

(a) The origin customs-stamp holder will reconcile and initiate tracer action on any open AE Form 55-355M and associated host-nation customs forms with the destination MCT/TMO and customs-clearance offices or consignees no more than 30 calendar days after the shipment date. If customs forms have been lost, the origin customs-stamp holder will annotate his or her suspense copy accordingly.

(b) If reconciliation has not been made after 30 days, the origin customs-stamp holder will send a memorandum with a copy of the tracer action to his or her appointing authority and request that the appointing authority contact the commander of the activity not responding. The appointing authority will send a memorandum to the commander of the activity requesting that the commander take immediate steps to reconcile open customs documents and ensure that procedures are in place to prevent future problems.

(c) If after another 30 days there has been no reconciliation, the appointing authority will send a request for command assistance with all previous correspondence to the appropriate service-component customs POC.

7-13. QUARTERLY RECONCILIATION WITH HOST-NATION CUSTOMS AUTHORITIES

At the end of each calendar quarter, the origin customs-stamp holder will prepare and send a letter to the servicing host-nation customs office to clear any outstanding copies of AE Form 55-355M and associated host-nation customs forms for the past 90 days. The letter will include the following statement: "Cargo was received by the appropriate military consignee. The original AE Form 55-355M and associated host-nation customs forms were lost or accidentally destroyed (choose one). Please accept this letter as proof of delivery." The letter must include copies of the open AE Form 55-355M and associated host-nation customs forms in question.

7-14. AIR MOVEMENT

NOTE: The procedures for shipping cargo by air may differ according to host-nation customs rules and regulations.

a. Military Import. DOD cargo arriving at military APODs in NATO countries from CONUS or other USEUCOM APOEs on military or contracted aircraft does not require an AE Form 55-355M to be initiated for onward movement if the cargo remains in that particular country. Non-NATO countries may require customs documentation.

b. Military Export. Cargo arriving at a military APOE without an accompanying AE Form 55-355M and associated host-nation customs forms, and USDA preclearance for cargo requiring onward movement to or through CONUS, will not be cleared. The cargo will be returned to shipper at the shipper's expense.

c. Commercial Import.

(1) The following procedures apply when commercial-air carriers acting as customs-stamp holders ship under contract with USTRANSCOM:

(a) The carrier completes the AE Form 55-355M and associated host-nation customs forms with shipment information obtained from the manifest or airway bill.

NOTE: Each carrier will establish business rules, subject to approval by ECJ4-LO-ICTB, for the use of AE Form 55-355M and associated host-nation customs forms. Business rules will include at least the following:

- Airway bills will be annotated with a TCN and valid DODAAC, and include a statement that the cargo is for use by the U.S. military.
- Contractor shipments (shipments with no TCN) will have the contract number on the airway bill and invoice. Contractors will follow USTRANSCOM procedures for authorization to ship duty-free. The AMC website at <https://public.amc.af.mil/www/www.htm> provides a link to these procedures.

(b) The carrier will process the AE Form 55-355M and associated host-nation customs forms with the host-nation airport customs office according to local procedures. After review and approval, host-nation customs office personnel will stamp and sign the customs documents, keep copy 2 (green) of AE Form 55-355M and return the remaining copies of AE Form 55-355M and copies of associated host-nation customs forms to the carrier.

(c) The carrier will keep copy 1 (white) of AE Form 55-355M in a suspense file with appropriate suspense copies of host-nation customs forms.

(d) On arrival at the destination, the consignee will sign for the cargo from the express carrier on the carrier's signature form.

(e) The carrier will maintain the consignee's signature form on file with the appropriate AE Form 55-355M and associated host-nation customs forms as proof of delivery (thereby closing the loop).

(f) Carriers will contact the ECJ4-LO-ICTB for guidance and assistance when experiencing delivery delays due to customs problems.

(2) DOD cargo arriving at a commercial airport by commercial carriers that are not under contract to USTRANSCOM (and therefore not authorized a USEUCOM customs stamp) or that do not have host-nation approval to stamp their own customs forms may be moved in one of two ways:

(a) Using AE Form 55-355M and associated host-nation customs forms. The procedures for moving cargo using this method are as follows:

1. The carrier will send a request (with the necessary cargo information) for the issue of AE Form 55-355M and associated host-nation customs forms to the service traffic management and customs-clearance office in the geographic area in which the consignee is located.

2. The servicing MCT/TMO will prepare AE Form 55-355M and associated host-nation customs forms, keep copy 4 (blue) of AE Form 55-355M and copies of associated host-nation customs forms in a suspense file, and mail the documents to the carrier.

3. The carrier will present the AE Form 55-355M and associated host-nation customs forms to the host-nation airport customs office for stamping and signature. The host-nation airport customs office will keep copy 2 (green) of AE Form 55-355M and copies of associated host-nation customs forms for its files, and return the remaining copies to the carrier.

4. The carrier will deliver the cargo to its destination. The carrier is responsible for obtaining the consignee's signature on the AE Form 55-355M and associated host-nation customs forms, and for returning all copies to the origin customs-clearance official. The consignee will keep copy 5 (yellow) of AE Form 55-355M and copies of associated host-nation customs forms.

5. The originating customs-stamp holder will reconcile copy 1 (white) with suspense copy 4 (blue) of AE Form 55-355M and suspense copies of other host-nation customs forms and take necessary action if there are discrepancies. Copies 1 and 4 of AE Form 55-355M and suspense copies of other host-nation customs forms will be filed with requesting documentation. Any remaining copies will be destroyed.

(b) Using EU Form T-1. The EU Form T-1 will be used only if the AE Form 55-355M and associated host-nation customs documents cannot be obtained for securing the timely release of air cargo. The procedures for moving cargo using this method are as follows:

1. The carrier's customs representative at the air gateway will prepare the EU Form T-1.

2. The carrier will do one of the following:

a. Deliver the cargo to the consignee and go to the MCT/TMO or customs-clearance office responsible for customs clearance for that consignee to obtain AE Form 55-355M and associated host-nation customs documents.

b. Go to the MCT/TMO or customs-clearance office responsible for customs clearance for that consignee before delivery and obtain the appropriate customs forms.

(3) The MCT/TMO or customs-clearance office will--

(a) Prepare AE Form 55-355M and associated host-nation customs forms using information from the EU Form T-1.

(b) Keep a copy of the EU Form T-1, copy 4 (blue) of AE Form 55-355M, and appropriate suspense copies of associated host-nation customs forms in a suspense file and return the remaining copies to the carrier.

(4) The carrier will present the EU Form T-1, AE Form 55-355M, and associated host-nation customs forms to the host-nation-airport customs office for stamping and signature. The host-nation-airport customs office will keep copy 2 (green) of AE Form 55-355M and copies of associated host-nation customs forms for its files and return the remaining copies to the carrier. The carrier will forward the remaining copies to the originating MCT/TMO and customs-clearance office.

(5) The origin customs-stamp holder will reconcile copy 1 (white) with suspense copy 4 (blue) of AE Form 55-355M and with suspense copies of associated host-nation customs forms and take necessary action if discrepancies are found. Copies 1 and 4 of AE Form 55-355M and suspense copies of associated host-nation customs forms will be filed with requesting documentation. Any remaining copies will be destroyed.

NOTE: Some countries authorize stamping, signing, and certifying the back of the EU Form T-1 to show that the cargo is a U.S. military, duty-free shipment.

d. Commercial Export.

(1) Servicing MCT/TMOs and customs-clearance officials will--

(a) Initiate AE Form 55-355M and associated host-nation customs forms for DOD cargo departing the USEUCOM AOR through commercial airports.

(b) Ensure that cargo requiring onward movement to or through CONUS has been precleared and inspected by an MCI.

(2) Cargo arriving at a commercial airport without an accompanying AE Form 55-355M, associated host-nation customs forms, and MCI preclearance for cargo requiring onward movement to or through CONUS will not be cleared by host-nation airport customs officials. This cargo may be put in bondage or returned to the shipper at the shipper's expense.

7-15. SEA MOVEMENT

The procedures for shipping cargo by sea may differ according to host-nation customs rules and regulations.

a. Import.

(1) The carrier is responsible for the clearance of the cargo through customs. The carrier will forward the GBL and cargo manifest to the U.S. military customs-clearance office at the SPOD for issuance of AE Form 55-355M and associated host-nation customs forms.

(2) Customs-clearance officials will prepare AE Form 55-355M and associated host-nation customs forms, keep copy 4 (blue) of AE Form 55-355M and suspense copies of associated host-nation customs forms in a suspense file, and return remaining copies to the carrier.

(3) The carrier will present the AE Form 55-355M and associated host-nation customs forms to the host-nation seaport customs office for stamping and signature. The host-nation seaport customs office will keep copy 2 (green) of AE Form 55-355M and appropriate suspense copies of associated host-nation customs forms for its files and return the remaining copies to the carrier. POD authorities may inspect and reseal the shipment or may just verify that the seals are still intact. POD authorities will seal the shipment if it has not been sealed.

(4) If the shipment is broken down for in-country transit to different consignee destinations, each unique shipment requires an AE Form 55-355M and associated host-nation customs form.

(5) The carrier will deliver the cargo to its destination. Destination customs officials may break the seals and verify the authenticity of the shipment. The carrier is responsible for obtaining the consignee's signature on AE Form 55-355M and associated host-nation customs forms and for returning all copies to the origin customs-clearance office at the SPOD. Consignees will keep copy 5 (yellow) of AE Form 55-355M and copies of associated host-nation customs forms.

(6) The origin customs-stamp holder will reconcile copy 1 (white) with suspense copy 4 (blue) of AE Form 55-355M and suspense copies of associated host-nation customs forms and take necessary action if discrepancies are found. Copies 1 and 4 of AE Form 55-355M and suspense copies of associated host-nation customs forms will be filed with requesting documentation. Any remaining copies will be destroyed.

b. Use of EU Form T-1.

(1) The commercial carrier's customs representative at the seaport will prepare the EU Form T-1.

(2) The carrier will do one of the following:

(a) Deliver the cargo to the consignee and go to the MCT/TMO or customs-clearance office responsible for customs clearance for that consignee to obtain AE Form 55-355M and associated host-nation customs forms.

(b) Go to the MCT/TMO or customs-clearance office responsible for customs clearance for that consignee before delivery and obtain the appropriate customs forms.

(3) The MCT/TMO or customs-clearance office will--

(a) Prepare AE Form 55-355M and associated host-nation customs forms using information from the EU Form T-1.

(b) Keep a copy of the EU Form T-1, copy 4 (blue) of AE Form 55-355M, and appropriate suspense copies of associated host-nation customs forms in a suspense file and give the remaining copies back to the carrier.

(4) The carrier will present the EU Form T-1, AE Form 55-355M, and associated host-nation customs forms to the host-nation seaport customs office for stamping and signature. The host-nation seaport customs office will keep copy 2 (green) of AE Form 55-355M and copies of associated host-nation customs forms for its files and return the remaining copies to the carrier. The carrier will forward the remaining copies to the originating customs-clearance office.

(5) The origin customs-stamp holder will reconcile copy 1 (white) with suspense copy 4 (blue) of AE Form 55-355M and suspense copies of associated host-nation customs forms and take necessary action if discrepancies are found. Copies 1 and 4 of AE Form 55-355M and suspense copies associated host-nation customs forms will be filed with requesting documentation. Any remaining copies will be destroyed.

NOTE: Some countries authorize stamping, signing, and certifying the back of the EU Form T-1 to show that the cargo is a U.S. military, duty-free shipment.

c. Export.

(1) Servicing MCT/TMOs and customs-clearance officials will--

(a) Initiate AE Form 55-355M and associated host-nation customs forms for any DOD cargo departing the USEUCOM AOR by sea.

(b) Ensure that cargo requiring onward movement to or through CONUS has been precleared and inspected by an MCI.

(2) Cargo arriving at a commercial seaport without AE Form 55-355M, associated host-nation customs forms, and MCI preclearance for cargo requiring onward movement to or through CONUS will not be cleared by host-nation seaport customs officials. The cargo may be put into bondage or returned to the shipper at the shipper's expense.

CHAPTER 8

SECURITY OF PROTECTED AND CLASSIFIED CARGO SHIPMENTS

SECTION I

PROCEDURES AND RESPONSIBILITIES

8-1. GENERAL

This chapter provides the procedures shippers will follow when shipping protected and classified cargo. These procedures do not apply to shipments of special weapons (for example nuclear weapons, chemical munitions), special ammunition, or Top Secret items.

8-2. RESPONSIBILITIES

Security is a command responsibility. No part of this publication will limit the commander's authority to increase security when the commander feels it is necessary.

a. Protected and classified cargo will receive maximum physical security according to regulatory guidance. Shipping protected and classified cargo throughout various countries requires a case-by-case analysis to determine which security measures should be implemented to protect the cargo in transit.

b. The shipper will determine whether or not the cargo is to be guarded while in the EMCS and inform the MCT/TMO of the requirements.

c. The originating MCT/TMO will notify and positively inbound-clear all security shipments with the destination MCT/TMO. The originating MCT/TMO will coordinate necessary security based on the cargo being moved and shipper requirements.

d. On request, the 21st TSC will provide or arrange for security for surface shipments of service-component protected or classified property. Army in Europe transportation policy will apply when Army vehicles are used to move protected or classified cargo.

SECTION II

TYPES OF CARGO

8-3. PROTECTED CARGO

Protected cargo--

a. Includes sensitive, pilferable, and controlled cargo.

b. Will be safeguarded by appropriate physical security and other protective measures during shipment and in-transit storage. The type of cargo to be moved will be the basis for determining the type of safeguard or security required. Safeguards and security will be according to this publication and applicable service-component publications. Safeguarding may be accomplished by using the following:

- (1) Qualified military personnel, other qualified officials, or civilian guards.
- (2) Secure facilities.
- (3) Restricted areas.
- (4) Locks.
- (5) Seals.
- (6) Other means.

8-4. SENSITIVE CARGO

a. Sensitive cargo--

(1) Consists of small arms, ammunition, and explosives (AA&E) that have a ready use during civil disturbances and other types of domestic unrest.

(2) Presents a definite threat to public safety if obtained by militant or revolutionary organizations.

b. DOD 5100.76-M divides sensitive cargo into four security-risk categories:

(1) Security-Risk Category I. This category includes items considered to be of the greatest use to terrorists and criminals. These items are generally easy to carry and simple to operate; highly lethal, explosive, or both; and can be used against people or property.

(2) Security-Risk Category II. This category includes items considered to be of potential use to terrorists and criminals. These items are highly lethal and explosive but do not have the wide-range of damaging capabilities of items in category I.

(3) Security-Risk Category III. This category includes items considered to be of little use to terrorists and criminals.

(4) Security-Risk Category IV. This category includes items that are of no practical use to terrorists and criminals.

c. AR 190-13 and applicable service-component publications provide more information on security.

8-5. PILFERABLE CARGO

Pilferable cargo (controlled inventory item code “R”) consists of items vulnerable to theft and having a ready resale potential in illegal markets. These items include cigarettes, alcohol, and alcoholic beverages. This cargo does not need to be guarded, but the shipments should be locked and sealed.

8-6. CONTROLLED CARGO

a. Controlled cargo (controlled inventory item code “K”) consists of items that require additional control and security according to regulations and statutes. These items include money, negotiable instruments, narcotics, registered mail, precious metal alloys, drug-abuse control items, and AAFES gas coupons.

b. The following controlled cargo requires guards:

(1) Registered mail shipped from postal activities. Postal activities must provide an unarmed mail escort when registered mail is shipped under military control.

(2) Money in excess of \$250,000. Requirements for armed guards will be according to U.S. and host-nation rules and regulations.

(3) Bulk shipments of AAFES gas coupons. This requires armed guard surveillance (AGS) when allowed by the host nation.

c. Controlled cargo other than that in subparagraph b above should be locked and sealed by the shipper.

SECTION III SHIPMENT POLICY

8-7. GENERAL

a. Sensitive cargo must be protected at an “absolute standard,” regardless of the risk level, and will not be left unattended or unsecured at any time, regardless of its security-risk category.

b. In-transit security policy and standards for sensitive cargo by category provide the minimum requirements for adequately protecting items during shipment. Sensitive cargo may be given additional protection based on a threat determination and an evaluation of the movement, but not less than that required by the risk category assigned to the item. If protective services cannot be obtained, compensatory measures will be taken to reach equivalent security standards using the following procedures:

(1) Every effort will be made to consolidate shipments into full truck or railcar loads. Less than truckload (LTL) and LCL shipments are discouraged.

(2) Small-arms repair technicians should travel to supported facilities to make onsite repairs instead of shipping the small arms to the technicians.

(3) Arms and ammunition of the same caliber will not be shipped in the same container or conveyance.

(4) When feasible, missile rounds will be shipped separately from launch-and-control equipment.

(5) Export shipments will be processed through military-managed and -operated air or ocean terminals when these terminals are available. Security provided at military and commercial terminals must be consistent with the level of protection required during movement. This requirement will be included on transportation documents when stops or layovers are anticipated.

(6) Retrograde shipments and shipments of arms and ammunition scheduled for demilitarization (demil) will receive the same protection as other shipments of AA&E. Paragraph 9-6 provides more information on demil operations.

c. Containers and vans will be sealed and secured with controlled, serially numbered metal car seals.

d. Containers with sensitive, hazardous, or other pilferable cargo will be loaded door-to-door unless prohibited by agreements with host-nation authorities.

e. To unload their cargo, consignees of a multistop shipment will break the seal applied by the original shipper or previous consignee. When multistop consignees break the seal, they will replace the seal with a seal from their own stocks before releasing the conveyance for movement to the next destination. Multistop consignees act as the shipper and are responsible for entering the new seal numbers on the DD Form 1384-2 (STC5) or other accompanying transportation documents.

f. Protected cargo will be moved in a container express (CONEX), MILVAN, commercial container, sealed railcar, or closed van unless single-item dimensions prohibit such shipments. When single-item dimensions prohibit use of containers, the shipment will be secured to the railcar, truck, or load.

g. Protected and classified cargo will be moved with a minimum of holding and storage, and will generally not be routed through a break-bulk point or distribution center. The appropriate service-component security manager will approve exceptions in writing.

h. Shipping and receiving activities will help detect pilferage and assist transportation personnel in preventing loss, damage, and pilferage of in-transit cargo. Suspected theft or pilferage of cargo will be reported immediately to local military law-enforcement officials according to applicable service-component publications.

i. Shipments shipped in open or partially covered vehicles will be moved under the two-person rule, and the items must remain under continual surveillance. (The two-person rule requires the presence of at least two persons who are both capable of detecting incorrect or unauthorized procedures with respect to the security task to be performed.)

j. When weapons are under continual surveillance by the responsible individual or under individual control, the two-person rule is not required for weapons used for the following or similar activities:

- (1) Funeral details.
- (2) Honor-guard ceremonies.
- (3) Marksmanship programs.

k. When an armed guard is required, personnel serving as guards will be armed with their assigned weapon.

l. The commander offering the cargo for shipment will determine if additional security measures or personnel are required during transit of sensitive items when the local threat increases.

SECTION IV

ARRANGING FOR SECURITY AND OBTAINING ESCORTS

8-8. GENERAL

a. Shippers and units will coordinate with appropriate service-component security managers to define the level of security required for sensitive cargo offered for movement and inform the servicing MCT/TMO of the security requirements when the cargo is offered for movement.

b. If the shipment requires in-transit security, the MCT/TMO will ensure that the level of security required is stated on the movement request and coordinate for the necessary security if the security requirement exceeds the shipper's capabilities.

c. The military police, other security agencies, and custodians of AA&E and classified shipment must be completely aware of the shipment's contents and the location to which the cargo is being shipped. In addition to the other information required on DD Form 1911, the following information must be specified:

- (1) For ammunition and explosives:
 - (a) Department of Defense identification code (DODIC).

- (b) Security risk code (SRC).
 - (c) Controlled item inventory code (CIIC).
 - (d) Seal number.
 - (e) Container number.
 - (f) Railcar number.
 - (g) Truck or trailer license plate or bumper number.
- (2) For arms:
- (a) Type of weapon.
 - (b) SRC.
 - (c) Seal number.
 - (d) Container number.
 - (e) Railcar number.
 - (f) Truck or trailer license plate or bumper number.
- (3) For classified equipment:
- (a) Type of equipment.
 - (b) Classification of the equipment.
 - (c) Seal number.
 - (d) Container number.
 - (e) Railcar number.
 - (f) Truck or trailer license plate or bumper number.

8-9. SECURITY AND ESCORT RESPONSIBILITIES

- a. Security and escort responsibilities are divided in two categories:

(1) Classified or Sensitive Cargo in Nonunit Configuration. This is classified or sensitive cargo not assigned to a specific unit while in transport or cargo moving independent of the owning unit during theater-directed deployments, redeployments, call forward, retrograde, and foreign military sales.

(a) The 1st TMCA, or the appropriate service-component headquarters if the shipment is originating and terminating outside the USAREUR dominant-user AOR, will coordinate with the OPM, 21st TSC; or local security force for in-transit security of movements of nonunit classified or sensitive cargo.

(b) The MCT/TMO will ensure that all theater-level in-transit security and escort requirements are forwarded to the Theater Movements Control Center (TMCC) at 1st TMCA or to the appropriate service-component headquarters for action. The TMCC or the appropriate service-component headquarters will notify the OPM, 21st TSC, and coordinate security details if required.

(2) Classified or Sensitive Cargo in Unit Configuration. This is classified or sensitive cargo assigned to a unit and being transported for training deployment or redeployment as part of the unit's routine mission.

b. The owning unit is responsible for providing in-transit security requirements when moving classified or sensitive cargo in unit configuration (for example, when moving cargo to field training areas or from unit to unit). Technical assistance and guidance for in-transit security should be obtained from the moving unit's security manager.

c. If security and escort requirements exceed the capabilities of the shipper or unit, the shipper or unit will obtain these services from its supporting command. The MCT/TMO will finalize the movement only on confirmation that the appropriate security assets are available and present.

8-10. PROCEDURES FOR REQUESTING IN-TRANSIT SECURITY

The procedures for requesting in-transit security escort for rail, barge, and highway shipments are as follows:

a. All requests for in-transit security escort of nonunit configured sensitive cargo will be submitted to the servicing MCT/TMO. The MCT/TMO will send the requirement to the TMCC at 1st TMCA or the appropriate service-component headquarters. The TMCC or the appropriate service-component headquarters will then coordinate with the appropriate security-force provider.

b. The primary means to process requests will be by e-mail unless security measures are required for a specific mission (for example, if a mission is classified). Short-notice requirements will be processed by e-mail and confirmed by telephone at the time of submission.

c. The TMCC or the appropriate service-component headquarters will--

(1) Review each request to validate the requirement and ensure that all required data has been provided.

(2) Forward all requests for in-transit security escort of nonunit configured sensitive cargo by e-mail or fax to the appropriate service-component security-force provider.

d. The security-force provider will review the request, validate the requirement, and determine if the assets are adequate for the mission.

(1) The security-force provider will confirm mission acceptance to the TMCC or the appropriate service-component headquarters within 8 hours after receiving the request. The security-force provider will notify the TMCC or the appropriate service-component headquarters as soon as the mission has been successfully tasked.

(2) If mission support is unavailable from the security-force provider, the mission will be tasked to another unit or referred to the appropriate service-component headquarters.

e. The TMCC or the appropriate service-component headquarters will forward the confirmation of support to the requesting MCT/TMO after receiving the confirmation from the security-force provider.

f. Before finalizing the movement, the originating MCT/TMO will positively inbound-clear classified and sensitive cargo shipments requiring escort or in-transit-security service with the destination MCT/TMO and the receiving unit.

SECTION V RAIL TRANSIT SECURITY

NOTE: Rail security checks will be conducted from the ground. Individuals are forbidden from climbing on railcars or loads from the time that rail loading is complete until the railcar or load is declared safe for unloading.

8-11. RAIL SECURITY FOR SENSITIVE CARGO

a. Sensitive Item (Security-Risk Category IV) Movement by Rail.

(1) Trailers on flat cars (TOFCs) and containers on flat cars (COFCs) are authorized when the trailers and containers are locked and sealed. When possible, containers will be loaded door-to-door on railcars.

(2) CL shipments require railroad surveillance service (RSS). This requires an inspection within 1 hour after each stop and every hour thereafter while the railcar remains at a halt.

b. Sensitive Item (Security-Risk Category III) Movement by Rail.

- (1) TOFCs and COFCs are authorized when they are locked and sealed. When possible, containers will be loaded door-to-door on railcars.
- (2) Shipment will be by CL only. CL shipments require RSS. RSS requires that an inspection be made within 1 hour after each stop and every hour thereafter while the railcar remains at a halt.
- (3) Railcars with load-divider doors will be requested and used when available.
- (4) The carrier will be required to notify the consignee of car delivery.

c. Sensitive Item (Security-Risk Category II) Movement by Rail.

- (1) TOFCs and COFCs are authorized when they are locked and sealed. When possible, containers will be loaded door-to-door on railcars.
- (2) Shipment will be by CL only. CL shipments require RSS. RSS requires that an inspection be made within 1 hour after each stop and every hour thereafter while the railcar remains at a halt.
- (3) Cargo will be locked by upper rail locks. Doors will be locked and sealed.
- (4) Railcars with load-divider doors will be requested and used when available.
- (5) The carrier will be required to notify the consignee of car delivery.

d. Sensitive Item (Security-Risk Category I) Movement by Rail.

- (1) TOFC or COFC is authorized when locked and sealed. When possible containers will be loaded door-to-door on railcars.
- (2) Shipment will be by CL only. Railcars will be under AGS.
- (3) Cargo will be secured in a sealed car.
- (4) The carrier will be required to notify the consignee of car delivery.

8-12. RESPONSIBILITY FOR PROVIDING RAILWAY SECURITY

a. Service components are responsible for rail security in their assigned AORs.

- (1) The 21st TSC will, on request, provide or arrange for security of surface shipments for the service component's protected or classified property. Army in Europe regulations will apply when Army vehicles are used to move protected or classified cargo.
- (2) If the movement originates and terminates outside the USAREUR-dominant-user AOR, the 1st TMCA or the appropriate service-component headquarters will, on request, coordinate with the OPM, 21st TSC, to arrange for physical security of theater-level shipments when identified by the shipping activity or unit.

b. The command arranging for the movement will provide physical security and railway guards in the following priority:

- (1) Classified shipments.
- (2) Protected cargo and high-value items usually subject to theft while in transit.

c. If the owning unit cannot provide physical security for rail shipments made as part of a unit move (for example, when vehicles are moved to and from a major training area or a field training exercise), the MCT/TMO will coordinate with one of the following to arrange for theater-level security forces:

(1) The TMCC at 1st TMCA.

(2) The appropriate service-component headquarters if the movement originates and terminates outside the USAREUR-dominant-user AOR.

d. When the need for guards exceeds the capability of the theater-level security force, the shipper will provide augmenting guards from available resources or reschedule the shipment. If the shipper cannot provide augmenting guards and cannot reschedule the shipment because of its urgency or the high cost of delays, the 21st TSC G3 or appropriate service-component headquarters will request augmenting guards from the commander of the appropriate major command.

8-13. SHIPPER RAIL RESPONSIBILITIES

a. The commander of the organization shipping cargo that requires rail security will ensure that the MCT/TMO is advised of the security requirements when offering the cargo for movement to ensure that transportation-security requirements are coordinated throughout the movement.

b. For shipments in the EMCS, the shipper will--

(1) Request railway security guards from the servicing MCT/TMO when submitting the transportation request if security requirements exceed organic capabilities.

(2) Ensure that the transportation request includes the location and telephone number of a POC for railway guards to call when the guards arrive at the origin railhead.

c. Railway security will be coordinated with the servicing MCT/TMO as soon as initial shipment information is known. Coordination with other countries is often a lengthy process.

d. The originating MCT/TMO will order appropriate guardcars to support the security forces while the shipment is in transit.

e. Shipping-installation personnel will guard loaded railcars until the senior railway guard takes custody of and gives a receipt for the railcars.

(1) When the railway guards arrive at the origin railhead, the shipper will--

(a) Provide a list of car numbers and seal numbers to the senior railway guard.

(b) Establish a time and location where a joint inspection of cars and seals will be performed.

(2) When the inspection is finished, the shipper will transfer responsibility for the shipment and related materials to the senior railway guard. Guards will not assume responsibility for shipments until 2 hours before the train departs.

f. The consignee will provide the consignor the names of persons who may sign for the container or conveyance at the destination. This list of names will be provided to the senior railway guard before the guard assumes control of the shipment. The senior railway guard will ensure that an authorized person from the receiving unit receives the shipment. The guards will be instructed to notify the consignee immediately on arrival.

8-14. CONSIGNEE RAIL RESPONSIBILITIES

The consignee will--

a. Relieve the railway-security guard force of security responsibility when the cargo arrives at the destination, regardless of whether or not the cargo will be offloaded immediately.

b. Provide layover facilities.

c. By the close of business the following workday, send the shipper a message indicating that the consignee has received the cargo. The message will include the following:

(1) Containers or TCNs were received.

(2) The date the cargo was received.

(3) Condition of the shipment (for example, seals present, cargo intact, pilfered). If the cargo has been pilfered, the message will note that the pilferage has been reported to the local law-enforcement agency.

SECTION VI HIGHWAY TRANSIT SECURITY

8-15. HIGHWAY SECURITY FOR SENSITIVE CARGO

a. Sensitive Item (Security-Risk Category IV) Movement by Highway.

(1) TL and LTL shipments of arms will be provided constant surveillance service (CSS) and signature security service (SSS). This requires that--

(a) Shipments be attended at all times.

(b) The guard be aware of the contents, know emergency procedures, and be authorized and have the means and capability of moving the vehicle.

(c) Continuous responsibility is maintained by using DD Form 1907 and DD Form 1911.

NOTE: The guard may be either the driver or the assistant driver.

(2) SSS must be provided for ammunition and explosives. This requires continuous responsibility through the use of signatures. TL shipments will have exclusive use of a locked and sealed vehicle.

(3) TL or LTL shipments may be transported in a locked MILVAN with a driver and an escort.

b. Sensitive Item (Security-Risk Category III) Movement by Highway.

(1) TL shipments of arms with exclusive use of a sealed vehicle will be provided dual driver protective service (DDPS). LTL shipments of arms and shipments of more than 15 nonnuclear missile and rocket components also will be provided DDPS. This requires constant attendance and surveillance of the shipment by two drivers. The assistant vehicle operator will act as the guard.

(2) Ammunition and explosives and 15 or less nonnuclear missile and rocket components will be shipped under CSS and SSS. This requires that--

(a) The shipment will be attended at all times.

(b) The guard will be aware of the contents, know emergency procedures, and be authorized and have the means and capability of moving the vehicle.

(c) Continuous responsibility is maintained by using DD Form 1907 and DD Form 1911.

NOTE: The guard may be either the driver or the assistant driver.

(3) LTL shipments of ammunition and explosives, shipped only in a sealed dromedary, CONEX, or palletized packages with gross weight not less than 100 pounds will be provided SSS. This requires continuous responsibility through the use of signatures. Records of signatures will be on DD Form 1907 and DD Form 1911.

(4) Locked military vehicles, locked CONEX, or similar containers attended by an operator and an escort may be used with protection equivalent to CSS with SSS provided.

c. Sensitive Item (Security-Risk Category II) Movement by Highway.

(1) Shipments of category II items will be provided continuous AGS when allowed by the host nation. This requires constant attendance and surveillance of the vehicle by an armed guard. Non-U.S. personnel may be used for AGS when the host nation prohibits the arming of U.S. personnel. If AGS is not authorized by either U.S. or host-nation regulations and authorities, a request for exception to policy will be requested through the appropriate service-component security manager before shipment.

(2) Less than 15 firearms that cannot be shipped by registered mail because of size restrictions and LTL shipments of ammunition and explosives that are less than 50 pounds (packaged weight) may be shipped under CSS and SSS. This requires that--

(a) The shipment will be attended at all times by an armed guard.

(b) The guard will be aware of the contents, know emergency procedures, and be authorized and have the means and capability of moving the vehicle.

(c) Continuous responsibility is maintained by using DD Form 1907 and DD Form 1911.

NOTE: The guard may be the driver or the assistant driver. If the driver or assistant driver cannot be armed, AGS will be requested through the chain of command.

(3) Drivers will be--

(a) Given written instructions on emergency-notification procedures.

(b) Instructed to seek refuge on a U.S. military installation in the event of major civil disorders, natural disasters, emergencies, or carrier strikes.

(4) Single line-haul without interchange is required when available for all movements to avoid unnecessary terminal stops or transfers. When multistop shipments are required, the following procedures will be followed:

(a) When a seal is broken, the customer at the stop must place a new seal on the container and annotate the DD Form 1384-2 (STC5).

(b) When cargo changes hands, the cargo will be receipted for between drivers using DD Form 1907 and DD Form 1911.

d. Sensitive Item (Security-Risk Category I) Movement by Highway.

(1) Shipments of category I items will be given continuous AGS when authorized by the host nation. This requires constant attendance and surveillance of the vehicle by an armed guard. Non-U.S. personnel may be used for AGS when the host nation prohibits the arming of U.S. personnel. If AGS is not authorized by either U.S. or host-nation regulations and authorities, a request for exception to policy will be requested through the appropriate service-component security manager before shipment.

(2) TL shipments will have exclusive use of a sealed vehicle. LTL shipments do not require exclusive use of the vehicle, but the cargo must be loaded in a sealed dromedary, CONEX, or similar container. If these containers are not available or practical, the movement will be made under TL policy.

(3) Drivers will be--

(a) Given written instructions on emergency-notification procedures.

(b) Instructed to seek refuge on a U.S. military installation in case of major civil disorders, natural disasters, emergencies, or carrier strikes.

(4) Single line-haul without interchange is required when available for all movements to avoid unnecessary terminal stops or transfers. When multistop shipments are required, the following procedures will be followed:

(a) When a seal is broken, the customer at each stop must place a new seal on the container and annotate the DD Form 1384-2 (STC5).

(b) When cargo changes hands, the drivers will sign for the cargo using DD Form 1907 and DD Form 1911.

(5) If access to a shipped weapon is required during movement, the two-person rule will be applied.

(6) Missiles moved by unit or organization transportation will be placed in the custody of a commissioned officer, warrant officer, senior noncommissioned officer (NCO) (E7 or above), or DOD civilian equivalent.

8-16. RESPONSIBILITIES FOR PROVIDING HIGHWAY SECURITY

a. The shipper will determine whether or not the cargo must be guarded in transit and will notify the MCT/TMO. If organic transportation is used, the shipper or installation commander of the unit providing the vehicle will provide guards and a trail vehicle, if required.

b. For USAFE units, shippers (ammunition personnel) will provide guards and a trail vehicle, if required. If common-service highway transportation is used, the MCT/TMO will notify the pulling unit of the level of security required based on the information received from the shipper.

c. The 21st TSC will provide guards and, if required, trail vehicles for shipments by common-service highway transportation if the common-user land transportation unit cannot meet the guard or security requirement. If highway requirements exceed the pulling unit and 21st TSC military police capabilities, the 21st TSC G3 will task another unit to provide security working under the supervision of the OPM, 21st TSC. If requirements exceed 21st TSC capabilities, commanders of service-component commands will provide required guards and trail vehicles after receiving the request from the 21st TSC.

d. Units transporting classified or protected cargo with organic vehicles will follow their own service publications and regulations.

8-17. DRIVERS

a. Driver requirements will be according to service-component regulatory guidance and the laws of the host nation being transited.

b. During movement, the second driver (for example, assistant driver) will serve as an armed or unarmed guard when required. Armed guards will--

(1) Be trained in the rules of engagement and use of force.

(2) Have qualified with their weapons within the preceding 12 months.

SECTION VII AIR TRANSIT SECURITY

8-18. AIR SECURITY FOR SENSITIVE CARGO

a. Sensitive Item (Security-Risk Category IV) Movement by Air.

(1) Shipments by AMC require a shipper escort to the terminal. An AMC representative will sign for receipt of the shipment. The consignee must immediately pick up the shipment at the destination terminal.

(2) Shipments by commercial air, including air-cargo forwarder, require SSS and must be in a container or box with a gross weight of no less than 100 pounds. Commercial carriers must have all applicable host-nation waivers to transport the AA&E of sending forces.

(3) When SSS is required, signatures will be maintained on the DD Form 1384-2 (STC5), DD Form 1907, and DD Form 1911.

b. Sensitive Item (Security-Risk Category III) Movement by Air.

(1) Shipments of less than 100 pounds will be sent by AMC. Shipments by AMC require a shipper escort to the terminal. An AMC representative will sign for receipt of the shipment. The consignee must immediately pick up the shipment at the destination terminal.

(2) Shipments by commercial air, including air-cargo forwarder, require SSS and must be in a container or box with a gross weight of no less than 100 pounds. Shipments of less than 100 pounds will be over packed to 100 pounds. Commercial carriers must have all applicable host-nation waivers to transport the AA&E of sending forces.

(3) Shipments will be provided CSS and SSS, regardless of weight, except when stored in a secure storage crib, awaiting loading, and during transshipments.

(4) Locked and sealed containers will be used when practical.

c. Sensitive Item (Security-Risk Category II) Movement by Air.

(1) Shipments by AMC require shipper escort to the terminal. An AMC representative will sign for receipt of the shipment. The consignee must immediately pick up the shipment at the destination terminal.

(2) Shipments by commercial air, including air-cargo forwarder, require SSS and must be in a container or box with a gross weight of no less than 100 pounds. Shipments will be securely overpacked so that no shipment unit weighs less than 100 pounds. Commercial carriers must have all applicable host-nation waivers to transport sending forces AA&E.

(3) Materials will be in a secure storage crib or will be provided CSS while awaiting loading and during transshipment.

(4) When moved by unit or organization transportation, cargo will be placed in the custody of a commissioned officer, warrant officer, senior NCO (E7 or above), or DOD civilian equivalent.

(5) Subsequent movements by highway transportation require AGS.

d. Sensitive Item (Security-Risk Category I) Movement by Air.

(1) Shipments will be moved by AMC.

(2) Shipments will be given continuous AGS to and from the aircraft, at en-route stops while awaiting loading, and during offloading when AGS is authorized by the host nation. This requires constant attendance and surveillance of the vehicle by an armed guard. Non-U.S. personnel may be used for AGS when the host nation prohibits the arming of U.S. personnel. If AGS is not authorized by either U.S. or host-nation regulations and authorities, a request for exception to policy will be requested through the appropriate service-component security manager before shipment.

(3) The carrier will provide SSS.

(4) When moved by unit or organization transportation, cargo will be placed in custody of a commissioned officer, warrant officer, senior NCO (E7 or above), or DOD civilian equivalent.

(5) Subsequent movements by highway transportation require AGS.

8-19. RESPONSIBILITIES

a. On receipt of protected cargo at the AMC APOD, the responsible ATMCT or TMO will notify the consignee of the type of shipment and security requirements.

b. When organic transportation is used to pick up shipments, the receiving unit will--

(1) Comply with its respective service rules and regulations for security.

(2) Ensure pickup personnel have appropriate identification documents (for example, security clearance and authority to sign for classified cargo, firearms, or sensitive cargo). This authority will be in a memorandum that will be turned over to the releasing ATMCT or TMO.

NOTE: Consignees may provide periodic lists of personnel authorized to pick up cargo instead of issuing a memorandum of authority for each shipment pickup.

c. When common-user land transportation is used to deliver cargo, the commander of the pulling unit will--

(1) Comply with service-component rules and regulations for security.

(2) Ensure pickup personnel have appropriate identification documents (for example, security clearance and authority to sign for classified cargo, firearms, or sensitive cargo). This authority will be in a memorandum that will be shown to the releasing ATMCT or TMO.

(3) The consignee will arrange for the immediate receipt of the cargo on delivery.

(4) The pulling unit will provide an assistant vehicle operator. ATMCTs or TMOs will notify the pulling unit of the requirement for an assistant driver when they task the common-user land transportation mode operator.

d. When moving sensitive cargo by commercial air, the MCT/TMO will ensure that the carrier meets all host-nation requirements for transporting sensitive cargo.

SECTION VIII

INLAND WATERWAY TRANSIT SECURITY

8-20. INLAND WATERWAY SECURITY FOR SENSITIVE CARGO

The procedures for moving sensitive items (security-risk categories I, II, III, and IV) by inland water are as follows.

a. AGS is required to and from the WPOE and the water port of debarkation (WPOD) and on barges during inland water shipments of category I and II items when permitted by the host nation. Category III and IV shipments require CSS and SSS.

b. Shipments require the following:

(1) Written acknowledgment of receipt of the shipment by a responsible ship's officer at the WPOE.

(2) Written release to the consignee's representative at the WPOD using DD Form 1907 and DD Form 1911.

c. Shipments must be consigned by either of the following:

(1) Free on board (FOB) at the WPOD or WPOE.

(2) Free at side (FAS) at the WPOD or WPOE.

d. Security of shipments will be an integral part of prestowage planning. The following options will be considered for shipments:

(1) Segregating cargo.

(2) Stowing cargo in locked and sealed containers or stowing commercial containers or MILVANs so that the doors are inaccessible to stevedores or the ship's crew.

(3) Stowing break-bulk cargo in the following order of priority:

(a) Lockers.

(b) Refrigerated boxes or deep tanks that can be locked and sealed.

(c) Bins that can be boxed solidly with plywood or other appropriate material and stowed in the upper decks of the hatches immediately fore and aft of the ship's house.

e. Specific locations of classified and protected sensitive shipments, with any special considerations, will be indicated on the final stow plan and given to the responsible ship's officer.

f. Supercargoes are required for barge movements. If berthing space for supercargoes is not available on a barge, the cargo must be moved by another mode of transportation or be booked on another barge with berthing space.

g. The servicing MCT/TMO at the origin barge terminal that is coordinating the barge movement must notify the TMCC at 1st TMCA or the appropriate service-component headquarters of the supercargo requirement. The TMCC or the appropriate service-component headquarters will coordinate for the necessary guards and security details.

h. The originating MCT/TMO will notify the destination MCT/TMO of any security requirements for onward movement of the shipment from the destination barge terminal.

i. The servicing MCT/TMO will notify the pulling truck unit of the necessary security requirements for the onward movement of the cargo from the barge terminal. If the onward movement from the barge terminal will be by rail transportation, the servicing MCT/TMO will arrange for necessary security forces.

SECTION IX SEA TRANSIT SECURITY

8-21. SEA SECURITY FOR SENSITIVE CARGO

Security when moving category I, II, and III cargo to and from the SPOE or SPOD will be according to guidelines established in this section.

a. The port operator will coordinate for AGS-controlled monitoring at the pier from the appropriate service-component security manager when required.

b. Shipments require the following:

- (1) Written acknowledgment of receipt of shipment by a responsible ship's officer at the SPOE.
- (2) Written release to the consignee's representative at the SPOD using DD Form 1907 and DD Form 1911.

SECTION X CLASSIFIED CARGO

8-22. GENERAL

Shipments of classified cargo will be handled according to DOD 4500.9-R, part II; DOD 5200.1-R; AR 380-5; the USAREUR Security Guide for Abrams Tank Systems; and applicable service-component publications.

8-23. PROCEDURES

a. The shipper will issue a memorandum of instruction to personnel selected to carry or escort classified material. The memorandum will be prepared according to DOD 5200.1-R and include the following:

- (1) Receipt procedures.
- (2) Provisions for contacting the nearest military installation in case material is detained.
- (3) Emergency procedures.

b. Classified couriers using rail transportation will not automatically be given a private compartment on a train. Couriers of the Armed Forces Courier Service will be booked in a private compartment because of the amount and nature of material they carry. Couriers are responsible for coordinating their own transportation.

c. Classified cargo will be under continual surveillance of a U.S. guard.

(1) Guards must have a security clearance equal to or greater than the classified cargo being guarded while in transit from the point of origin to the final destination, regardless of the mode of transportation being used. Guards normally need not be armed except when required by governing service regulations. In these cases, guards will be armed unless the host nation being transited prohibits armed guards.

(2) The shipping unit must coordinate through the TMCC at 1st TMCA or the appropriate service-component headquarters for security requirements when requesting transportation assets that exceed unit-organic capabilities. The TMCC or the appropriate service-component headquarters will coordinate with the OPM, 21st TSC, for security requirements if required. The classification of the item being moved will be identified on documentation.

d. Classified and classified sensitive cargo are normally booked on MSC-controlled vessels possessing a U.S. Government-issued industrial clearance. If classified or classified sensitive cargo is booked on an ocean carrier without a U.S. Government-issued industrial clearance, supercargoes with an appropriate security clearance will provide an escort on the vessel.

(1) The shipper will coordinate with the servicing MCT/TMO to obtain the required supercargoes. The servicing MCT/TMO will notify the TMCC at 1st TMCA or the appropriate service-component headquarters of the supercargo requirement. The TMCC or the appropriate service-component headquarters will coordinate with the OPM, 21st TSC, for supercargo and security measures.

(2) If berthing space is not available on the vessel, the cargo must be booked on another vessel or the appropriate service-component security manager must approve an exception to the security requirement.

CHAPTER 9

DANGEROUS GOODS (HAZMAT)

9-1. GENERAL

This chapter provides policy for the movement of dangerous goods, including ammunition and explosives, in the USEUCOM AOR. AE Regulation 55-4/USAFE Instruction 24-203 provides additional guidance.

9-2. DANGEROUS GOODS PROVISIONS

a. Dangerous goods will be identified, properly prepared, documented, and shipped according to applicable regulations. Shipments must conform to the laws and regulations of--

- (1) The host nations transited.
- (2) The carrier.
- (3) The shipper services.
- (4) International agreements.

b. All movement of dangerous goods in Europe must meet the minimum requirements of the following, with consideration of host-nation laws and written host-nation or international waivers and agreements:

- (1) Road: The *ADR*.
- (2) Rail: The *RID*.
- (3) Inland waterway: The *ADN* or *ADNR*, as applicable.
- (4) Open sea, including the English Channel: The IMDG Code.

(5) Military-air shipments, including shipments by organic fixed-wing and rotary-wing aircraft: TM 38-250/Navy Supply Publication 505/Air Force Manual 24-204.

(6) Commercial-air shipments: International Air Transport Association (IATA) dangerous goods regulations.

(7) AE Regulation 55-4/USAFE Instruction 24-203.

c. The following factors must be considered when planning a shipment:

(1) Determination of--

(a) The anticipated modes of transportation. This provides the basis for determining the dangerous goods certification and documentation requirements.

(b) The hazard class, U.N. number, and mode-specific identification information for each dangerous good to be shipped.

(c) The consolidation method that is to be used, such as in large containers, in or on vehicles, or as packages or pallets.

(d) The documentation and certification requirements for each anticipated mode of transportation.

(2) Depending on the factors in (1) above, the following must be determined to meet requirements:

(a) Special conditions that apply to a specific commodity or mode of transportation.

(b) Specific requirements (such as documentation and labels) or restrictions that apply when changing modes.

(c) Packing and packaging requirements, including package marking and labeling.

(d) Marking and labeling of items, containers, and conveyances.

(e) Restrictions on mixing dangerous goods in loads, including within a consolidation device; between consolidation devices; on, in, or between railcars; on or in a vehicle; or on a ship or barge.

(f) Inspection of the conveyance.

(g) Methods of loading for center-of-gravity considerations and for securing the load horizontally and vertically with sufficiently strong tiedowns, blocking, and bracing for the transport mode.

9-3. SHIPPER RESPONSIBILITIES

a. Commanders of organizations shipping dangerous goods will maintain personnel trained, certified, and on orders to certify dangerous goods by all modes of transport.

b. Dangerous goods will be accurately classified and described according to regulations that govern each anticipated mode. Not otherwise specified (NOS) entries will not be used when the substance or item has a specific citation.

c. Items that cannot be identified under applicable international or national regulations will--

(1) Not be transported by any mode except under a special arrangement with each host nation transited.

(2) Be referred to the appropriate MCT/TMO, regardless of weight, for routing and coordination with host-nation officials.

d. Loads will be certified according to the applicable national and international regulations. Requirements include legibly signed conformance statements and container-packing certificates.

e. The shipping activity or unit will ensure that all hazardous cargo is properly packed, labeled, blocked, braced, and secured for transport according to applicable regulatory guidance.

f. Shipping activities will label (placard) all containers and vehicles or trailers that they load according to applicable regulatory guidance.

NOTE: Labels and placards will be obtained from local sources using local funds.

g. Shipping and receiving activities will remove all labels (placards) from containers and vehicles or trailers that have been offloaded at their location.

h. Hazardous cargo will be specifically identified to the MCT/TMO or TO at the time the cargo is offered for movement. The MCT/TMO or TO will ensure, based on the cargo offering, that appropriate transportation assets and ancillary assets (for example, guards, escorts) are made available to meet the movement requirement.

9-4. MCT/TMO RESPONSIBILITIES

a. The MCT/TMO will--

(1) Ensure that transportation documentation is correct for the movement of dangerous goods (HAZMAT).

(2) Maintain personnel trained, certified, and on orders to certify dangerous goods by all modes of transport.

(3) Coordinate with surface carriers to determine whether or not the shipper must provide accident-information sheets for the dangerous goods in the load.

b. If the MCT/TMO discovers errors or problems with any dangerous-goods shipment (for example, documentation, wrong placarding, leakage), the MCT/TMO will--

(1) Immediately stop the movement of the shipment. Under no circumstances (for example, missed RDD, missed timelines, unit pressure) will the MCT/TMO allow further movement until the error or problem is solved.

(2) Call the sponsoring or shipping unit to correct the error or problem. The MCT/TMO will contact its higher headquarters for guidance and the local area command for assistance if the unit has departed the area or the shipping unit is not available.

(3) Allow further movement only after the error or problem has been solved.

9-5. SPECIAL CONSIDERATIONS FOR AMMUNITION AND EXPLOSIVES

a. Only certified vehicles will be used to transport ammunition or explosives other than class 1.4S. Commercial vehicles will be certified to EX/II, EX/III, or host-nation requirements. Government vehicles will be certified under the HAZMAT Vehicle Certification Program or according to respective service regulatory requirements.

b. Contract commercial carriers are authorized to use the *ADR* small quantity exemption to transport class 1 material if the load meets the maximum-quantity per transport unit criteria.

c. Railcars must have roller-bearing axles and spark deflectors.

d. To reduce line-haul expenditures, nonexplosive components of ammunition will be shipped separately from explosive items when possible. When items (for example, rocket fins, bomb fins, empty shell casings) are shipped with explosive items, the total weight of the shipment will be billed at the higher rates for high explosives.

9-6. DEMIL SHIPMENTS

This paragraph provides responsibilities and procedures for, and defines the cooperation required of organizations involved in, shipping ammunition from CONUS to the USEUCOM AOR to be demilled by commercial contractors.

a. Designated DOD ammunition shipping organizations will--

(1) Coordinate all shipments of ammunition to be demilled with the USAREUR G4, the ECJ4, and appropriate U.S. liaison officers to host-nation governments at least 45 days before the vessel arrives in the USEUCOM AOR. Both the USAREUR G4 and the ECJ4 will notify USAFE, 21st TSC, and 1st TMCA of the shipment.

NOTE: Because of the Cold War 2+4 Agreement, all demil movements with a final destination in the former East Germany will be coordinated and cleared through the CG, USAREUR/7A, Liaison Officer at least 35 days before the vessel arrives in the USEUCOM AOR.

(2) Forward surface export-lift requirements to the USTRANSCOM. The USTRANSCOM will coordinate with the MSC for vessels and the MTMC for SPOEs and SPODs.

(3) If USAREUR or USAFE is unable to provide intratheater onward movement, arrange for the ammunition to be forwarded by commercial freight from the SPOD to the designated demil contractor. In this case, the shipping organization will--

(a) Comply with all host-nation laws, agreements, and requirements on the import, transportation, possession, and security of military munitions.

(b) Use host-nation approved and licensed freight forwarders. Freight forwarders will be contracted to arrange for onward movement and en-route security.

(c) Comply with DOD and USEUCOM service-component transportation protective-security requirements when arranging for guards and the security of shipments of demil ammunition. Demil ammunition will be moved using the same security measures that are provided for similar-category call-forward or retrograde-ammunition movements in this publication. If civilian security personnel are approved to provide in-transit security for the shipment, the 21st TSC will provide command and control. Shipping activities will send funds for in-transit security to the 21st TSC using DD Form 448.

(d) Ensure the physical security of demil ammunition movement by coordinating with the appropriate offices of all host-nation governments along the movement route. Freight forwarders must contact 1st TMCA if there is a requirement to stable trains at host-nation military stabling railsites.

(e) Maintain ITV over the entire movement (from the time the requisition is created to the time the cargo is delivered and signed for by the demil contractor at the final destination) to the USAREUR G4, the ECJ4, and 1st TMCA.

(f) Notify the TMCC at 1st TMCA within 1 hour after the shipment leaves the SPOD and when it arrives at the final destination.

(g) Coordinate the return of all empty containers to the SPOD.

b. The 598th USATTG will--

(1) Designate, manage, and operate approved SPODs in the USEUCOM AOR for offloading and onward movement of demil ammunition.

(2) Maintain ITV over the movement and provide ITV information and arrival times to all applicable organizations and appropriate host-nation defense liaison officers.

c. USAREUR and USAFE will--

(1) Maintain command oversight over all demil shipments in the USEUCOM AOR.

(2) Provide onward movement and movement control (for example, diplomatic clearances, transit clearances, rail stabling) from the SPOD to the final destination, when possible.

(3) If necessary, provide security for the onward movement of category I, II, III, and IV ammunition and missile items from the SPOD to the final destination.

(4) Maintain ITV for and security of demil shipments from the SPOD to the final destination.

(5) Provide ITV information and the security status to all applicable organizations and appropriate host-nation defense liaison officers.

9-7. DIPLOMATIC CLEARANCES

The freight forwarder will comply with the diplomatic-clearance requirements prescribed by DOD 4500.54-G at <http://www.fcg.pentagon.mil>.

CHAPTER 10

ACCOUNTABLE TRANSPORTATION DOCUMENTS

10-1. GENERAL

The use of a web-based system for all commercial transportation and accessorial documents and for the movement of duty-free cargo eliminates the need to keep blank accountable documents on hand. It does not, however, eliminate the need for using individual serial numbers on the forms. DFAS-EUR requires that individual serial numbers be used to ensure payments are made for the appropriate service provided.

10-2. ISSUING ACCOUNTABLE TRANSPORTATION FORMS

a. All AE forms prescribed by this publication are in the Library of Army in Europe Publications and Forms at <https://www.aeaim.hqusareur.army.mil/library/home.htm>.

b. An AE form used for the payment of commercial and accessorial services or for the movement of duty-free cargo is not an accountable document until a serial number is added to it by the originating MCT/TMO or TO.

(1) For MCT/TMOs that initiate TMRs, the serial number will be the last two digits of the calendar year, followed by the Julian date, followed by the first six digits of the TMR, followed by the number of forms prepared that day (for example, 03-253-MJ0001-001).

(2) For units that do not initiate or use TMRs, the serial number will be the last two digits of the calendar year, followed by the Julian date, followed by the DODAAC, followed by the number of forms prepared that day (for example, 03-253-WK4YAA-001).

(3) If a unit does not have a DODAAC, the unit should use the parent organization's DODAAC followed by the first letter of the unit. BMCTs will use the DODAAC of their parent MCT. (For example, for BMCT Mannheim, the serial number would be 03-253-WK4YAAM-001). If two or more subordinate units have the same first letter, the next letters would be used in sequence until a DODAAC is created that is unique to the subordinate unit. Units that do not have a parent organization should call the DMC for guidance (DSN 484-7209).

c. The MCT/TMO or TO will maintain AE Form 55-355P or a service-component equivalent form for the individual issue of forms.

10-3. ANNUAL INVENTORY AND INSPECTION OF ACCOUNTABLE TRANSPORTATION FORMS

a. The commander appointing an MCT/TMO will appoint a disinterested officer, an enlisted person in the rank of E4 or above, or a DOD civilian employee in the grade of GS-4 or above to ensure accountable forms have been accounted for properly on AE Form 55-355P or a service-component equivalent form.

b. The inspecting official will send a brief narrative report of the inspection to the commander of the MCT/TMO. The commander will take necessary corrective action if discrepancies are found.

NOTE: This inspection requirement does not apply to USAFE. Air Force TMOs will use the same control and accountability procedures as those established for other accountable transportation documents. Annual or more frequent inventories or inspections of accountable forms may be conducted at the discretion of the TMO following the guidelines of this publication.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

A-1. STANDARDIZATION AGREEMENTS

Standardization Agreement (STANAG) 2025, Basic Military Road Traffic Regulations

STANAG 2026, NATO Travel Orders

STANAG 2027, Marking of Military Vehicles

STANAG 2041, Operations Orders, Tables and Graphs for Road Movement

STANAG 2154, Regulations for Military Motor Vehicle Movement by Road

STANAG 2155, Road Movement Bid and Credit

STANAG 2156, Surface Transport Request and Reply to Surface Transport Request

STANAG 2173, Regulations for the Securing of Military Tracked and Wheeled Vehicles on Railway Wagons

STANAG 2176, Procedures for Military Road Movement Across National Frontiers

STANAG 2832, Restriction for the Transport of Military Equipment by Rail on European Railways

STANAG 2938, Transport of Military Ammunition and Explosives by Road

STANAG 2943, Regulations for the Lateral or End-on Loading and Unloading of Wheeled or Tracked Military Equipment Transported on Railway Wagons

A-2. DOD PUBLICATIONS

DOD 4500.9-R, Defense Transportation Regulation (with DOD 4500.32-R, Military Standard Transportation and Movement Procedures (MILSTAMP), incorporated) (<http://public.transcom.mil/j4/j4lt/dtr.html>)

DOD 4515.13-R, Air Transportation Eligibility

DOD 5200.1-R, Information Security Program

DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives

DOD 4500.54-G, Department of Defense Foreign Clearance Guide

A-3. ARMY PUBLICATIONS

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 190-13, The Army Physical Security Program

AR 380-5, Department of the Army Information Security Program

AR 710-2, Inventory Management Supply Policy Below the Wholesale Level

FM 3-19.30, Physical Security

FM 5-250, Explosives and Demolitions

FM 21-305/Air Force Manual (AFM) 24-306, Manual for the Wheeled Vehicle Driver

FM 55-30, Army Motor Transport Units and Operations

Technical Manual (TM) 9-1300-200, Ammunition, General

TM 38-250/Navy Supply Publication 505/Air Force Manual 24-204, Preparing Hazardous Materials for Military Air Shipments

TM 55-2200-001-12, Transportability Guidance for Application of Blocking, Bracing and Tiedown Materials for Rail Transport

A-4. AIR FORCE PUBLICATIONS

Air Force Instruction (AFI) 24-101, Passenger Movement

AFI 24-201, Cargo Movement

AFM 36-2621, volume 1, The Personnel Data System (PDS) Users Manual

AFM 37-139, Records Disposition Schedule

AFM 91-201, Explosives Safety Standards

A-5. USEUCOM PUBLICATIONS

USEUCOM Directive 30-3, Military Customs Inspection Program

USEUCOM Directive 60-11, Dominant User

USEUCOM Directive 64-1, Transportation Policy and Management

USEUCOM Directive 64-3, Reporting of Transportation Discrepancies in Shipments

USEUCOM Directive 66-2, Policy for Theater Asset Visibility

A-6. ARMY IN EUROPE AND USAREUR PUBLICATIONS

AE Regulation 55-4/USAFE Instruction 24-203, Joint Regulation for the Safe Movement of Hazardous Goods by Surface Modes

USAREUR Regulation 55-48, Blocking and Bracing for Motor Transport

A-7. MISCELLANEOUS PUBLICATIONS

International Maritime Dangerous Goods Code

Joint Federal Travel Regulation, volume I

Joint Travel Regulation, volume II

Joint Publication 4-01, Joint Doctrine for the Defense Transportation System
(http://www.dtic.mil/doctrine/jel/new_pubs/jp4_01.pdf)

Defense Finance and Accounting Service (DFAS) - Indianapolis Regulation 37-1, Finance and Accounting Policy

DFAS - Denver Regulation 7200.1-R, Administrative Control of Appropriations

Military Standard 129P, Standard Practice for Military Marking

Accord Européen relatif au Transport International des Marchandises dangereuses par Route (European Agreement Concerning the International Carriage of Dangerous Goods by Road)

Accord Européen relatif au Transport International des Marchandises dangereuses par Voies de navigation intérieures (European Agreement Concerning the International Carriage of Dangerous Goods by Inland Waterways)

Accord Européen relatif au Transport International des Marchandises dangereuses par Voies de navigation intérieures - Rhein (European Agreement Concerning the International Carriage of Dangerous Goods by Inland Waterways - Rhein)

Règlement International concernant le Transport des Marchandises dangereuses (European Regulation Concerning the International Carriage of Dangerous Goods by Rail)

International Air Transport Association (IATA) dangerous goods regulations (<http://www.iata.org/dangerousgoods/index>)

Allied Movement Publication 1, Regulations and Procedures for Road Movement and Identification of Movement Control and Traffic Control Personnel and Agencies

Allied Movement Publication 2, Procedures for Surface Movements Across National Frontiers

Management Reform Memorandum #15, Reengineering Defense Transportation Documentation and Financial Processes (<http://purchasecard.saalt.army.mil/memos/memo15.htm>)

SECTION II

JOINT TRANSPORTATION AND TRAFFIC MANAGEMENT FORMS AND LABELS USED FOR SHIPPING CARGO IN THE USEUCOM MOVEMENT CONTROL SYSTEM

A-8. FORMS

SF 361, Transportation Discrepancy Report

SF 1034 & 1034A, Public Voucher for Purchases and Services Other Than Personal

OF 346, US Government Motor Vehicle Operator's Identification Card

DD Form 448, Military Interdepartmental Purchase Request

DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Materials)

DD Form 836, Dangerous Goods Shipping Paper/Declaration and Emergency Response Information of Hazardous Materials Transported by Government Vehicles/Containers/Vessels

DD Form 1249, SAAM or JCS Exercise - Airlift Request

DD Form 1252, US Customs Declaration for Personal Property Shipment - Part 1

DD Form 1253, Military Customs Inspection (Label)

DD Form 1384, Transportation Control and Movement Document

DD Form 1384-2 (STC5), Transportation Control and Movement Document

DD Form 1387, Military Shipping Label

DD Form 1907, Signature and Tally Record

DD Form 1911, Materiel Courier Receipt

DA Form 5988-E, Equipment Inspection Maintenance Worksheet

European Union Form T-1, Commercial European Union (EU) Customs Bond Form

AE Form 12-16A-R, Standardization Agreement 3381, Annex B, NATO Standard Form for Request, Receipt, and Return or Invoice (STANAG 3381)

AE Form 55-1N, Road Movement Bid Credit Granted/*Marschanmeldung*

AE Form 55-355A, Consignment Note (commonly called a *CIM* freight warrant)

AE Form 55-355B, Daily Rail, Barge, and Highway Equipment Situation Report

AE Form 55-355C, Sea Container Record

AE Form 55-355D, Railcar Manifest

AE Form 55-355E, Request for Rental of Railroad Equipment, Switching, or Other Transportation Accessory Services

AE Form 55-355F, Freight Warrant Military (Commercial Truck)

AE Form 55-355G, Certificate in Place of Lost Original Warrant

AE Form 55-355H, Sanitary Certificate for Fresh Fruits and Vegetables Imported to Italy

AE Form 55-355J, Sanitary Certificate for Edible Animal Products and Fish Imported to Italy

AE Form 55-355K, U.S. Military Forces Travel Warrant

AE Form 55-355L, Certificate in Place of Lost U.S. Passenger Transportation Warrant

AE Form 55-355M, Import/Export Customs Declaration

AE Form 55-355N, Accountable Form Ledger

AE Form 55-355P, Accountable Form Ledger for Individual Issues

AE Form 55-355Q, Troop Movement Report

AE Form 55-355R, Equipment Report

37th Transportation Command Trailer Interchange Receipt (TIR)

A-9. LABELS

USEUCOM Label 30-1, Military Preclearance Program

AE Label 55-355A, Standard USAREUR Railcar Label

AE Label 55-355B, Danger Label for Explosives and Ammunition

AE Label 55-355C, Danger Label for Explosives and Ammunition (size 15-3/8 x 15-1/8 in)

AE Label 55-355D, Danger Label for Explosives and Ammunition (size 1-5/8 x 1-5/8 in)

GLOSSARY

SECTION I ABBREVIATIONS

1st TMCA	1st Transportation Movement Control Agency
3d COSCOM	3d Corps Support Command
21st TSC	21st Theater Support Command
37th TRANSCOM	37th Transportation Command
598th USATTG	598th United States Army Transportation Terminal Group
200th TSC MMC	200th Theater Support Command Materiel Management Center
AA&E	arms, ammunition, and explosives
AAFES	Army and Air Force Exchange Service
ACA	airlift clearance authority
ACSA	acquisition and cross-servicing agreement
ADN	<i>Accord Européen relatif au Transport International des Marchandises dangereuses par Voies de navigation intérieures</i> (European Agreement Concerning the International Carriage of Dangerous Goods by Inland Waterways)
ADNR	<i>Accord Européen relatif au Transport International des Marchandises dangereuses par Voies de navigation intérieures - Rhein</i> (European Agreement Concerning the International Carriage of Dangerous Goods by Inland Waterways - Rhein)
ADR	<i>Accord Européen relatif au Transport International des Marchandises dangereuses par Route</i> (European Agreement Concerning the International Carriage of Dangerous Goods by Road)
AE	Army in Europe
AFM	Air Force manual
AGS	armed guard surveillance
AIS	automated information system
AIT	automatic identification technology
ALD	available load date/time
ALOC	air line of communication
AMC	Air Mobility Command
AMO	area monitoring office
AMOCC	Air Mobility Operations Control Center, USAFE
AMOCC/XOL	Logistics Division, Air Mobility Operations Control Center, USAFE
AOR	area of responsibility
APOD	aerial port of debarkation
APOE	aerial port of embarkation
ATMCT	air terminal movement control team
BBP	break bulk point
BMCT	branch movement control team
C2	command and control
CAA	command arrangement agreement
CADS	Containerized Ammunition Distribution System
CDRUSEUCOM	Commander, USEUCOM
CG, USAFE	Commanding General, United States Air Forces in Europe
CG, USAREUR/7A	Commanding General, United States Army, Europe, and Seventh Army
CIC	customer identification code
CIM	<i>Convention Internationale Concernant le Transport des Marchandises par Chemin de fer</i>
CL	carload
cm	centimeter
CN	consignment note
CNO	Chief of Naval Operations
COFC	container on flatcar
COMMARFOREUR	Commander, United States Marine Corps Forces, Europe
COMSOCEUR	Commander, United States Special Operations Command, Europe
CONEX	container express
CONPLAN	concept plan
CSS	constant surveillance service
CWT	customer wait time

DAPSEUR	Document Automation and Production Service, Europe
DB	<i>Deutsche Bundesbahn</i> (German Federal Railway)
DDC-E	Defense Distribution Center - Europe
DDPS	dual driver protection service
DeCA	Defense Commissary Agency
demil	demilitarization
DESC-EU	Defense Energy Supply Center - Europe
DFAS	Defense Finance and Accounting Service
DFAS-EUR	Defense Finance and Accounting Service - Europe
DLA-E	Defense Logistics Agency - Europe
DMC	Distribution Management Center
DOD	Department of Defense
DODAAC	Department of Defense activity address code
DODDS	Department of Defense Dependents Schools
DRMS-I	Defense Reutilization and Marketing Service - International
DSCP-E	Defense Supply Center Philadelphia - Europe
DTO	division transportation office
DTS	Defense Transportation System
E4	specialist (Army), petty officer third class (Navy), senior airman (Air Force)
E7	sergeant first class (Army), chief petty officer (Navy), master sergeant (Air Force)
EAC	echelon above corps
EAD	earliest arrival date
ECJ1	Manpower, Personnel, and Administration Directorate, USEUCOM
ECJ4	Logistics and Security Assistance Directorate, USEUCOM
ECJ4-LO-JMC	Joint Movement Center, USEUCOM
ECJ4-PM	Programs and Mobility Division, Logistics and Security Assistance Directorate, USEUCOM
EMCS	European Command Movement Control System
ERR	export release request
ESP	emergency and special program
ETR	export traffic release
EU	European Union
FAS	free at side
FM	field manual
FOB	free on board
G3	assistant chief of staff, operations and plans
G4	assistant chief of staff, logistics
GATES	Global Air Transportation Execution System
GBL	Government bill of lading
GLOC	ground line of communication
HAZMAT	hazardous material
HHG	household goods
HMCT	highway movement control team
HQ USAFE/DOTO	Operations Branch Training Division, Directorate of Operations, USAFE
HQ USAFE/LG	Logistic Group, USAFE
HQ USAFE/LGT	Logistic Group Transportation, USAFE
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
IATA	International Air Transportation Association
IMDG	International Maritime Dangerous Goods
ITV	in-transit visibility
JCS	Joint Chiefs of Staff
JTB	Joint Transportation Board
JTF	joint task force
JTMO	Joint Transportation Management Office
LAD	latest arrival date
LCL	less than carload
LOC	line of communication
LOLO	lift-on lift-off
LTL	less than truckload
MAR	minimum activity rate

MARFOREUR	United States Marine Corps Forces, Europe
MCB	movement control battalion
MCI	military customs inspector
MCT	movement control team
MILVAN	military-owned demountable container
MOA	memorandum of agreement
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
NAF	nonappropriated fund
NATO	North Atlantic Treaty Organization
NAVSEACARCOORD	Navy sea cargo coordinator
NCO	noncommissioned officer
NEXCOM	Navy Exchange Command
NSN	national stock number
NUFEA	Navy unique fleet essential airlift
O5	lieutenant colonel (Army and Air Force), commander (Navy)
O6	colonel (Army and Air Force), captain (Navy)
OASD/HRA	Office of the Assistant Secretary of Defense for Humanitarian and Refugee Affairs
OCCA-E	Ocean Cargo Clearance Authority - Europe
OPLAN	operation plan
OPM	office of the provost marshal
OPORD	operation order
OTO	one time only
PIC	positive inbound clearance
POC	point of contact
POL	petroleum, oils, and lubricants
PRC	Passenger Reservation Center, Air Mobility Command
RCS	requirement control symbol
RDD	required delivery date
<i>RID</i>	<i>Règlement International concernant le Transport des Marchandises dangereuses</i> (European Regulation Concerning the International Carriage of Dangerous Goods by Rail)
RMMT	rail movement management team
RORO	roll-on roll-off
RSS	railroad surveillance service
S3	operations and training officer
SAAM	special assignment airlift mission
SDT	second-destination transportation
SOFA	Status of Forces Agreement
SPOD	sea port of debarkation
SPOE	sea port of embarkation
SRC	security risk code
SSS	signature security service
STANAG	standardization agreement
STMTR	standard transportation movement release
TAC	transportation account code
TACC	Tanker Airlift Control Center
TCN	transportation control number
TDC	Theater Distribution Center
TDD	time definite delivery
TDMC	Theater Distribution Management Cell
TDR	transportation discrepancy report
TIR	trailer interchange receipt
TL	truckload
TM	technical manual
TMCC	Theater Movements Control Center
TMO	traffic management office
TMR	transportation movement release
TP	transportation priority
TRR	transportation rate review

TWCF	Transportation Working Capital Fund
U.N.	United Nations
UMMIPS	Uniform Material Movement and Issue Priority System
USAFE	United States Air Forces in Europe
USAID	United States Agency for International Development
USAMMCE	United States Army Medical Materiel Center, Europe
USAREUR	United States Army, Europe
USC	Universal Service Contract
USDA	United States Department of Agriculture
USEUCOM	United States European Command
USMTF	United States Message Test Format
USNAVEUR	United States Naval Forces, Europe
USTRANSCOM	United States Transportation Command
WPOD	water port of debarkation
WPOE	water port of embarkation
WWX	worldwide express

SECTION II

TERMS

accepted cargo

Cargo with packaging and documentation that have been verified with respect to shipment information required by applicable DOD regulations, and cargo that is in one of the processing phases necessary to prepare it for onward movement.

accessorial charge

Charge by a carrier for providing services in addition to line-haul.

airlift clearance authority

The clearance authority designated to control the movement of cargo into the aerial port system in the USEUCOM area of responsibility according to DOD 4500.32-R.

airlift requirement

The total number of passengers, tonnage, or both that constitute cargo or mail forecast to be airlifted to or from an area during a specified time.

air line of communications (ALOCs)

Air routes that connect an operating military force to a base of operations and along which supplies and reinforcements move.

air terminal

A facility on an airfield that functions as an air transportation hub and monitors the loading and unloading of aircraft and the in-transit processing of passengers and cargo. The airfield may or may not be designated as an aerial port.

air terminal movement control team

An Army element that receives and coordinates the onward movement of units and their equipment arriving in Europe.

automated information system

The hardware and software used to track and process unit and nonunit equipment, cargo, passengers, medical patients, material, and personal property from the point of origin to the final destination.

automatic identification technology

A group of technologies that enables the automated capture of source data for electronic transmission to and from automated information systems, thereby enhancing the ability to identify, track, document, and control deploying forces, equipment, personnel, and cargo. This technology includes but is not limited to bar codes, common-access or “smart” cards, magnetic strips, optical memory cards, radio-frequency identification tags, satellite-tracking devices, and touch buttons.

channel

Aerial port of debarkation and aerial port of embarkation pairs between which common-user airlift service may be provided on a scheduled or required basis. A channel does not represent the actual aircraft routing, although the two may be the same. The United States Transportation Command establishes channels.

classified freight

Official material or cargo in any form that requires protection in the interest of U.S. national security.

common-user airlift service

Airlift service provided by industrial fund aircraft on a common basis for all DOD agencies and as authorized for other agencies of the U.S. Government for moving traffic over established airlift service routes or over other than established routes between points mutually agreed on by the airlift service operating agency and the agencies originating the request.

component commanders

The Commanding General, United States Army Europe, and Seventh Army; the Commander, United States Naval Forces, Europe; the Commanding General, United States Air Forces in Europe; and the Commander, United States Marine Corps Forces, Europe.

consignee

The receiving agency, unit, depot, or person to whom the shipment is addressed or consigned as indicated on the appropriate shipping document.

consignor

The activity at which a shipment originates.

convention of service

A general agreement between two parties establishing rates and conditions of service for rail transports.

Denton Program

A program that allows humanitarian cargo to be moved by DOD transportation on a space-available basis to any area of the world at no charge. This cargo includes goods and supplies provided by a non-Government source and intended for humanitarian assistance.

diplomatic transit clearance

Permission granted by host-nation authorities for surface movements to cross their borders or move within their sovereign boundaries. Each host nation reserves the right to grant or not grant permission for surface movement across its borders.

disinterested person

A person who has no interest in and will not benefit from the outcome of an inspection.

diverted flight

The inflight change of an aircraft's intended destination. A diversion is different from a reroute in that a diversion occurs during flight.

drayage

A movement that originates and terminates within 30 miles of the point of origin.

executive agent

A term used in DOD and service regulations to indicate a delegation of authority by a superior to a subordinate to act on behalf of the superior. An agreement between equals does not create an executive agent. For example, a service cannot become a DOD executive agent based solely on the agreement of the other services; the Secretary of Defense must delegate such authority. Designation as executive agent, in and of itself, confers no authority. The exact nature and scope of the authority delegated must be stated in the document designating the executive agent.

export cargo

Cargo consigned to a destination outside Europe.

export traffic release

Shipping instructions, issued by the Military Traffic Management Command Personal Property Office - Europe or service component in response to an offering, that specify the mode of transportation, carriers to move the shipment, applicable rate, minimum shipment weight, cost-favorable terminal, shipment terminal-arrival date, and any pertinent routing instructions.

frequency channel

A channel in which the minimum number of missions for a given period is based on user-stated mission-essential needs rather than cargo forecasts or generation. The minimum number for each period must be approved by the United States Transportation Command. Service above the minimum is determined by tonnages generated by the user.

Global Decision Support System

A distributed command and control system (C2) composed of seven nodes that support Headquarters, Air Mobility Command; the numbered air forces; and the National Guard Bureau. Each node keeps the entire C2 system current through continuous updates to a totally replicated database.

green sheet

A procedure invoked by DOD components to identify specific cargo requiring precedence over all other cargo from that DOD component. Green sheeting is normally associated with air movement.

humanitarian cargo

Privately donated (non-Governmental source) goods and supplies meeting U.S. State Department approval. Humanitarian cargo may be moved by DOD transportation after proper coordination is established. The Denton and McCollum Amendments are two humanitarian assistance programs that accommodate this cargo. Both are congressionally mandated programs.

import cargo

Cargo shipped from an activity outside Europe to an activity in Europe.

intertheater shipment

A shipment requiring conveyance from one theater of operation to another outside the continental United States (CONUS), either by air, water, or land, including shipments transshipped through CONUS facilities.

in-transit passenger or shipment

Traffic offloaded at a station other than the destination station and placed on board an aircraft at en route stations for onward movement.

in-transit visibility

The ability to track the identity, status, and location of DOD unit and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers, medical patients, and personal property from the point of origin to the consignee or established destination.

intratheater shipment

A shipment that requires conveyance from one location to another within Europe. Intratheater and theater are synonymous.

less than carload

The quantity of freight less than the quantity required for application of a carload rate.

less than release unit

A quantity of freight weighing less than 10,000 pounds for which theater-level movement clearance is not required.

line-haul

Movement that exceeds the drayage limit.

McCollum Amendment

A humanitarian assistance program with authorized transportation funds for humanitarian relief for displaced persons and refugees who fled Afghanistan because of the Soviet invasion.

mode of transportation

The type of conveyance used for transport (for example, air, barge, bus, rail, ship).

movement credit

The authority to operate a convoy over a defined route in a specific period of time.

opportune airlift

Any aircraft not on a scheduled channel mission that offers space for passengers, cargo, or mail.

port of debarkation

A station that serves as an authorized port to process and clear cargo and personnel (by sea or air) for entrance into the country in which it is located.

port of embarkation

A station that serves as an authorized port to process and clear cargo and personnel (by sea or air) for departure from the country in which it is located.

positive inbound clearance

Procedures used by originating movement control teams (MCTs) and traffic management offices (TMOs) to ensure that destination MCTs and TMOs and the consignee are informed of and agree to the date, time, and mode of transport of an inbound shipment.

protected freight

Items designated as having characteristics that require them to be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safety or integrity. Protected freight is divided into sensitive, pilferable, and controlled cargo.

required delivery date

A calendar date that specifies when material is actually required to be delivered to the requisitioner. This date is always earlier or later than the computed standard delivery date.

requirements channel

An Air Mobility Command channel that serves two points on a scheduled basis, depending on the volume of traffic forecast generated by the user.

space-available traffic

Traffic authorized for movement as outlined in DOD 4515.13-R.

space block

A procedure in which specifically identified cargo in the Air Mobility Command system is allotted space on a specific airlift mission by a designated authority.

space-required traffic

Categories of reimbursable traffic as outlined in DOD 4515.13-R.

special assignment airlift mission (SAAM)

A mission operated by Air Mobility Command (AMC) (other than the 89th Air Wing) that requires either a special pickup or delivery at points other than those established within the AMC route structure; or requirements for movement within this structure that need special consideration because of the number of passengers, weight, size of cargo, urgency or sensitivity of movement, or other special factors.

stabling

The temporary holding of railcars at the point of origin, en route, or at the destination.

staging

The temporary holding of military cargo in preparation for controlled onward movement.

switching

The movement of railcars from one place to another for classification, placement, or both, for loading and unloading in the local area.

tariff

A publication providing rates, rules, regulations, and charges that apply to transportation and incidental services.

theater shipment

A shipment that requires conveyance from one location to another in Europe. Intratheater and theater are synonymous.

time-phased force deployment data (TPFDD)

The computer-supported database portion of an operation plan. The TPFDD contains time-phased force data, nonunit-related cargo and personnel data, and movement data for the operation plan.

traffic

Cargo, mail, courier material, passengers, and patients and their accompanied baggage accepted for movement by airlift service agency aircraft.

transportation account code

A four-digit alphanumeric code by which the appropriate service, agency, or contractor identifies the account to be charged for transportation.

transportation control and movement document (DD Form 1384-2 (STC5))

The basic document for controlling and managing cargo movements. This form provides the basic information needed to make traffic-management decisions.

transportation control number

A 17-character code assigned to control a shipment in the Defense Transportation System.

Transportation Working Capital Fund (TWCF)

That part of the Air Force Industrial Fund operated by Air Mobility Command to finance the operating costs of the airlift services provided by the Single Manager Operating Agency for airlift services. The TWCF is reimbursed for operating costs by authorized customers to whom airlift service is rendered.